

Peninsula Township Park Commission
Township Hall
February 1, 2017 - 7 pm

Meeting called to order at 7:00 pm by Anne Griffiths.

Present: Anne Griffiths, Jon Andrus, Mike Skurski, John Snow, Gary Cornell

Also Present: Rachel Mavis (recording secretary)

Approve Agenda

Griffiths would like to add Lighthouse and Log cabin windows - will be M on agenda.

Also, move treasurer's report (explanation of budget report) out of consent agenda and into business - will be N on agenda.

Motion by Andrus / Skurski to approve agenda as amended. Motion passed.

Citizen Comments (items not on agenda)

Don Atkinson - 18043 Heritage Circle - He has a suggestion to present about the trails (Ridgewood, Murray Rd., Pelizzari). In the winter they're used by hikers and snowshoers, as well as cross-country skiers. He has found that on trails where you try to cross country ski without a trail, it's difficult hard. Lots of MI trails have set cross country ski trails. For example - on the lighthouse trail, one lane could be for hiking, snowshoeing, etc. and one could be for cross country skis. It's easier to ski in a set track. He would suggest for consideration that there are a number of Dept. of Natural Resource trails w/seasonal signs. (He provided handout of what that sign looks like - Trail Etiquette.) There could be seasonal signs attached to 4x4's at the trailheads.

Skurski: How would we lay the trail out?

Atkinson: Not suggesting laying out a trail, just putting up a sign. Snowshoe/hike on one side, ski on the other side.

Griffiths: When I've been out, I've asked skiers if they'd like to have a dedicated ski trail and I have yet to find anyone who does, but if this would make it a better trail, it seems worth doing. We will put that on the agenda for the next meeting.

Conflict of Interest

none

Consent Agenda

- a. Correspondence (if any, as provided in packet)
- b. Approve minutes for January 4, 2017 meeting
- c. Treasurer's Report
 - a. Invoice list approval
 - b. Explanation of budget report and intro to budget setting for 2017-2018
 - c. Report on spending and revenues

Motion by Skurski / Andrus to accept consent agenda. Motion passed unanimously.

Business

A. Pelizzari Natural Area proposed work plan for 2017-2018 (Shipman / Lagerquist)

Susie Shipman - 14735 Shipman Rd. / Steve Lagerquist - 3860 N. Long Lake Rd.

Lagerquist: The Conservancy has been involved in the protection of the area. The donors who have helped with the project still perceive the Land Conservancy's involvement as an instrumental part of the success of the work plan. Bob Wilkinson is doing a great job with maintenance, but there are still a few things the Conservancy can help with, such as invasive species work and trail work (solicit volunteers to come out and work on trails) - some of the trails are becoming quite eroded.

Shipman: She has been working on promoting the improvement of the loop (in initial Pelizzari plan). They want it to be a compact surface that's stable enough and wide enough for all ages to use it. She is excited about this because it was identified as an initial goal within this project. The park is now almost 10 years into its usage and the trail has seen significant erosion and cupping, so it needs some maintenance. She'd love to look at any potential opportunities with grants. Dave, who was involved with helping put the park together initially, has found people who are in support of funding a universally acceptable trail. If the township and Park Commission could look at maintenance, but then look at grant funding, that could be an opportunity to not be spending the township's own dollars. She would like to investigate the possibilities for outside funding. From the parking lot there's a main loop, which is where they're looking at a universally accessible trail.

Lagerquist: If the surface can be improved, it could make the trail not only more usable, but easier to maintain long-term. They are working on a universally accessible trail near Arcadia, so he is familiar with the process.

Shipman: It would be an investment, but worth it. The plantings to buffer have been partially done, but is also set to be added to. Post and cable repair is ongoing. They've put in a budget request for \$2,000 for native plantings (planting out buffer and slope stabilization), and fencing materials for \$300-\$500.

Lagerquist: In the bowl there's a steep section where equipment came through, and now people are following that trail, so the hope is to put some plants in there and a fence and a sign that says "restoration area" to keep people out.

Skurski: I look at grants for handicap access through the state and I haven't come across the term "universal access" - is there a difference between that and "handicap access"?

Lagerquist: There is a difference. Universally accessible is a newer term and is the next step up. It makes it 6' wide trail. We're looking at having it be that wide, with that material covering it.

Skurski: I bring that up because in conversations with the past township board, there may be tax money available for Pelizzari. The discussion with the new town board may be whether or not that money is there when the budget runs out in 60 days. We'll have to have some discussions with them. Then we'll have to look at what falls into the grant availability. We all pay taxes - it would be great to have some of it back to us. This is a good opportunity to do this potentially, if that money is still available.

Andrus: You're asking us for \$2500 - would that be this year or next year?

Shipman: Next year's budget.

Motion by Andrus/Skurski to proceed with work plan. Roll call. Motion passed unanimously.

Griffiths: I'm really excited about an accessible area.

B. Update Bowers Harbor Expansion (Shipman / Snow)

Shipman (chair of Bowers Harbor Park expansion committee): There was a meeting last week and another one this morning. These meetings are in preparation for the 2/23 public input meeting. This is the second approach with the public to get their comments on the plan as the committee finalizes their recommendation. After the meeting on the 23rd, they will present their plan to the Park Commission. Leading up to this meeting (7 pm at the town hall) they will try to promote it as much as possible. Their consultant will be there with a presentation. She encourages board members to come to the meeting - they'll be summarizing everything they hear from the public that night when they bring it to the board.

Throughout the planning process, they have discussed certain existing uses within the park area. One is the 2-track that runs between Devil's Dive and the vineyard. They see this as a bit of a conflict for park users. At the expansion committee meeting, they determined that it is a committee goal to eliminate all vehicular use from within the park extension property and the committee is requesting the township pursue an alternative to the current easement location, which supports this committee goal. Instead of her (Shipman) trying to make calls and work with the vineyard, the Conservancy has offered to work with the township to see if there's an alternative use or if the easement should be eliminated. The easement is not attached to the 2-track. She'd like the park commission to affirm the committee's motion so that it can move on to the town board.

The committee also talked about the budget process. They wanted to provide a recommendation for the expansion area. They are looking for up to \$30,000. That would include (no hard numbers or hard quotes): fencing (3, 4, and 5 with split rail, 6 with wire) - approximately \$15,000 - \$20,000. Also included would be clean-up work this spring (\$1,000 - \$2,000), additional signage and a possible kiosk (\$1,000). They'd like a mowed path (parking lot and trail), so they're showing the DNR that they're actively providing use. They don't have a price for this, so would like to leave some room there for that in the budget.

Snow: As you're aware, the development of the park is in three phases. This is the first one so that there can be some immediate use. They're basing what should be in there on what the public is requesting. (Highly popular options so far have included things like walking trails and a playground.) They want to start defining boundaries so that when people go through there, they're not trespassing. The \$30,000 is the kickoff.

Shipman: The basic timeline is that in 2017, we start some baseline improvements. Then in 2018 - 2020 we start Phase 1 (playground, parking lot expansion). More detail will be available after the public input session.

Andrus: Can the two of you put what you just shared regarding this year's budget on paper so that we have something to take to the town board?

Snow: These are kind of hypothetical, rough estimates. If we start to put numbers down, we're pulling numbers out of thin air.

Andrus: The biggest expense will probably be the fence, so we can pin that one down and take those numbers to the town board.

Griffiths: I don't recall discussing how this whole project would be paid for. Was the thought that the town board will step up and provide the money?

Skurski: Presently there's nothing in our budget for this. We don't have an expansion budget built into next year. It will be fairly easy to look at the fencing and the groundwork.

Snow: A major chunk of the funding we would anticipate would come from the state trust fund.

Griffiths: Have you investigated that?

Andrus: The only thing they're asking for right now is the fencing and clean-up and mowing. Let's focus on that. We're looking at getting this into this year's budget. That money that you're talking about in the state trust fund is mostly for land purchase, too, and any development money is spread throughout the whole state.

Griffiths: This is the perfect time for this to come to us, since we're working on the budget.

Andrus: I think we need it in black and white before we move forward. I'm not against telling them to move ahead.

C. Snow plowing and lawn mowing (Andrus)

Andrus: We need to make a decision where we're heading in this new budget year. Last year Bob Wilkinson handed us a resignation letter. Was it just for snowplowing or was it also lawn mowing?

Maura Sanders: When we left that meeting, Bob took snow plowing out of his contract.

Andrus: Are we going to continue with separate contracts, or are we going to combine it back into one package and put it out for bids?

Griffiths: Let me ask if Maura Sanders would join us up here - it's my understanding that the town board would like for her to be the liaison to the Park Commission. I know you were instrumental in orchestrating the last contract, so I think your input would be helpful.

Maura Sanders (peninsula township board): In front of her she has Bob's contract with the township (renewal 4/1/17 - 3/31/18.) It's the same as this current year, but the dollar amount has gone up slightly. It includes mowing, lawn care, spring cleanup, fall cleanup, regular trash pickup, toilets, and misc. maintenance items (not just park - also includes cemeteries, Old Mission Church, township hall, and township compactor). It's not just negotiated through the Park Commission, but township overall. Snowplowing was put out to bid.

Andrus: So we have to put it out to bid again next year?

Sanders: If the township as a group feels that it needs to go out for a bid again, it can, but otherwise it will get renewed.

Andrus: What are the legal requirements in this situation? Do we need to put it out for bids?

Sanders: Bob's contract is written as such that it can be renewed year after year. If we're happy with the work, we can renew. Thus far, I've had complaints on some of the snowplowing. If others are getting some of the same complaints, we need to sit down with the snow plow contractor and revisit the contract.

Snow: Do some of the complaints concern the parks?

Sanders: Yes, specifically Ridgeway, from the parking lot to the lighthouse (they're not cleared in an appropriate time frame). The keeper driveway is not being maintained. I'll list those and then Rob Manigold and I will talk with the snow plow contractor.

Wilkinson: You might want to know that part of that contract needs to be renewed before 4/1/17.

Sanders: The way we've done it in the past is that the Park Commission puts a motion together and requests renewing Bob's contract within the park, then the town board takes it as a whole for approval.

Skurski: What's the split win the contract? 50/50? 60/40?

Wilkinson: 27/73 (Park being 73).

Griffiths: That will be on the agenda at the next meeting.

D. Shipo Grant (Griffiths)

Griffiths: This was originally a \$60,000 grant with a \$6,000 contingency. When we found the rotting pinnings, we incurred additional expenses. We used all of that and didn't get the grant finished. What's left to be done is the south sidewalk. There were no options - if the whole project didn't get finished, Shipo would retract their \$40,000.

The town board has allowed \$7,000 for the completion of the sidewalk. Right now proposals need to go out for the sidewalk. Architectural drawings of the lighthouse proper will be used - they can also ask Brian (the new planner) to put it in the paper. There will need to be grading and then the sidewalk added. If the board agrees, she'll get Brian to do the RFP. The Shipo people are anxious for the township to proceed to completion. She'd want to contract with someone as soon as it was feasible.

Andrus: Has anyone done an elevation? If you're dealing with soil and you want compatible bids, you need something for the contractors. If you leave it up to them, it's up in the air how much will be moved. These are the things that need to be dealt with before a bid goes in the paper so that it can be apples to apples. Has that been done?

Griffiths: No, not yet.

Snow: I suppose you could put out a bid, describing it to be level, and it would be up to the contractor to deliver something.

Andrus: You have to specify what you're looking for in order to get it done right. I'd suggest that you get the engineer out there and lay out what you need.

Skurski: We do need to know what we need done. We need some specifications. We've got the objective laid out, but we'd better write some specifications to get it done (depth of concrete, grade, etc.)

Andrus: This is new construction, not remodeling, so you'll have to follow ADA.

Griffiths: The ADA issues have been dealt with.

Griffiths will talk to Brian, the new planner, and see what can be done. There is an urgency to the project. If it isn't done in time, Shipo will pull the grant funding and the township will lose the \$40,000.

E. Township Board liaison to Park Commission (Griffiths / Sanders)

Griffiths: The town board has asked them to allow Maura Sanders to be the liaison to the Park Commission.

Motion by Snow / Cornell to approve Maura Sanders as township board liaison to the Park Commission. Motion passed unanimously.

F. Maintenance Report (Wilkinson)

Wilkinson: Last summer Maura, Susie, and Bob were looking at replacing some park equipment - he wants to investigate it before the budget talks. The new tabletops and seats also need to be kept in mind for the new budget year. Ridgewood and Pelizzari have broken fences (possibly from snow plow).

Griffiths: Could you give us info for the purpose of budgeting what you'll need for repair, seats, etc?

Wilkinson: Yes, I'll have it for your meeting. The fence repair will be normal maintenance repairs - \$50, \$60.

Griffiths: What was the timetable on the tables?

Wilkinson: The plan was 10 per year. We just need to keep progressing forward until we're finished.

Griffiths: Is now the time to replace the playground equipment? The Bowers Harbor play structure seems unsafe.

Don Atkinson: There are some basic maintenance things that need to be done at Haserot. There's not a safe landing area under the play structure. At Bowers Harbor, there are bolts that protrude out at face-level for a young child. At the base of the slides, the landing areas are eroded or washed away. There are a number of areas that we addressed in the Bowers Harbor project.

Andrus: Here's a proposal... maybe we need to get 2, 3, or 4 people who sell that kind of equipment to come out and show what they offer, so the public can see what is an option.

Wilkinson: I'm concerned with the existing equipment at Bowers.

Shipman: When we look at the expansion, we include the original park in what we're asking for public opinion on. We should get into that more at the next meeting on the 23rd.

Skurski: Part of the problem with asking the public is that they want what they've seen before. There's a significant amount of money that will be required - we need to start budgeting that in. It doesn't all have to be done at once. Whatever we do, we need to make it safe (adding chips, etc.). This may be spread out over multiple years, too.

Snow: I think the elephant in the room when it comes to what people want is how is this going to be paid for? Will it be covered by grants, or out of the millage? It's not one size fit all and that somebody will pay for it someday.

Griffiths: I am uncomfortable hearing people talk about unsafe areas. If there are exposed bolts, we need to cover them. If there are chips missing, we need to replace them.

Wilkinson: There are some maintenance things at the park that volunteers were going to do, then that fell through. Things are going to start falling apart if we don't take care of it now. There are some things that we can do, but it needs to be allowed to be done.

Snow: We're looking at a major redo of the playground, but in the meantime, the safety things need to be addressed.

Griffiths: Bob, are you capable of doing the safety issues?

Wilkinson: Yes, most of them.

Griffiths: I certainly think that this board would be comfortable for you to do a basic safety inspection.

Andrus: Back at the beginning, he mentioned the post at Ridgewood being hit by a snow plow - that should go back to the snow plow company. (Maura Sanders will add that to her list of things to discuss regarding the snow plow contract.)

Wilkinson: At one of our previous meetings, you had asked me to get bids - the first guy out said we needed to wait until spring. He has to be able to find the wires in the ground to reattach them to new live wires or run new wires. It will be a spring project.

Skurski: He can't find the wires with technology?

Wilkinson: No, since MIHM cut the wires, it's a dead line.

G. Lighthouse Manager Report (Schultz)

Ginger Schultz - 3887 Smokey Cove Drive: They are in the middle of bathroom remodel (halfway done). Ceramic tile is in, but plumbing still to be done, as well as final finishing (cabinets, woodwork, painting, etc.) It looks great. She's been working on the keepers' schedule - only has two weeks left to fill. She's confirming with keepers right now and having checks come in. She has a small painting project that she's working on with volunteers. She's working on museum boards and maintenance things at the lighthouse while no one is there. Security system is up and running and working well. She is getting financial information from Marge Achorn this week regarding last year's finances. She's getting a quote on fencing for the back of the lighthouse (no fence exists there now). It's the keeper's privacy fence (next to driveway). She's getting bids to historically match what it looked like before (wood with wire).

Griffiths: Ginger, you're working without a contract right now, right?

Schultz: Yes.

Griffiths: I suggest that Maura and I meet with Ginger this week to evaluate her job and look into renewing her contract.

Motion by Snow / Skurski for Sanders and Griffith to meet with Ginger Schultz to evaluate her job and look into contract renewal. Motion passed unanimously.

Sanders: I received a bulletin about a fundraiser at the library. One of the silent auction items is a night at the lighthouse - is that something that's sponsored by someone?

Schultz: No, it's out of our community activity budget. It's a good PR move. It's drawing a lot of attention to our keeper program. I've had eight inquiries through the website. A lot of people don't know about the lighthouse and they don't know about the keeper program. She wrote an article and had it put in the Gazette to talk about the keeper

program and what it is. She's hoping that by gaining understanding, she can have some more local volunteers to help out on the weekends.

Skurski: When you get that report from Marge, can you call me and we can go over it?

Schultz: Yes. And as far as the raffle, it's a weekend in the winter (off-season).

H. Lighthouse 100 mile race (Griffiths)

Griffiths: The new zoning person sent us something - it's a 100-mile (running) race from the lighthouse near Petoskey to our lighthouse.

Andrus: Talking to our zoning administrator today, this individual is from Florida and visits up here. They already planned this race and have promoted it online. The size of the race isn't the problem, the way they went about it is the issue.

Griffiths: I'm equally appalled at how this came about - logically, there's nothing that we need to do until they get to the lighthouse. But when they get to our lighthouse, what will they do? How much parking do we have?

Snow: I think that this will be a fairly small group.

Griffiths: It may be a small group of runners, but it may not be a small group of supporters.

Skurski: If they need a permit, then they'll need to file that.

Sanders: One, they didn't ask permission before using our name and property. Two, is there an insurance liability waiver form in that packet (no), because the township needs to be indemnified for anything that could happen.

Skurski: We need to send them a letter letting them know what permit they need.

Griffiths: I'll talk to Christy and have her take care of that, since she does the permitting.

Motion by Andrus / Cornell to deny the race group access to township parks until they go through the proper legal steps. Motion passed unanimously.

I. Township / MLAP support of grant application (Griffiths)

Griffiths: The township is going to foot us \$7,000 for the sidewalk.

J. 5-year development plan (Griffiths)

Skurski: I sent each of you an electronic copy of the 58-page guideline for development. You can take a look at it - it has some good information. Lots of appendix material that may or may not be helpful. It can help us get this thing launched and identified. As we work on this year's budget, we'll be able to make more sense of it. I'll put together a guideline and will also send new members what I sent out last year - and then we'll start pushing this through. We've all adopted a park - that park will be represented by the adoptee, which will help make this go faster. Then we can bring the public in. There's an old 5-year plan on the webpage that you can read if you want.

Griffiths: I would presume that we'll cover our budgeting first, although the two are fairly interlocked.

Skurski: Yes

Griffiths: I would like to propose that we have a special budgeting meeting sometime soon.

Skurski: I'd recommend next week. I'll be gone the 21st into March. (**Griffiths** will be gone all next week.)

Griffiths: Can everyone make a morning budgeting meeting? Andrus requested a 7 pm meeting.

The board will have a special budgeting meeting on Monday the 13th at 7 pm in the township hall conference room.

K. Log Cabin Day (Griffiths)

Griffiths: The last Sunday in June (June 25th), we've had a Log Cabin Day in conjunction with the Old Mission Historical Society. It's the one day that every log cabin is opened. Exhibits, crafters, music, etc. Since it's across from the lighthouse, the Lighthouse Friends have participated and supported it. This year between 10 and 3 all proceeds from the donations from the lighthouse are donated to the Historical Society. She has a permit request (no alcohol, no loud music, crafters and kids activities, etc.) People will be invited to proceed to the Dougherty House for an ice cream social.

Motion by Skurski / Griffiths to approve permit. Motion passed unanimously.

L. Lighthouse water fountain and foot washing station (Griffiths)

Griffiths: We've received an offer to upgrade the water fountain and also use the existing stand and make the water fountain a little taller, then create a foot washing station. The Lighthouse Friends and Dougherty boys have agreed to do this work and donate the cost of their equipment, if approved.

Skurski: Are they going to lay down some peet gravel?

Andrus: There's already a cement pad, so it will go on top of that.

Motion by Andrus / Snow to approve. Motion passed unanimously.

M - Windows

Griffiths: The caulking in the windows is terrible. The Dougherty boys have volunteered to take the windows out, use their equipment to remove the caulking, and then we can have the windows reglazed at \$45/piece.

Andrus: New glass?

Griffiths: No, new caulk and refinished.

Andrus: I thought this was volunteer work.

Griffiths: They're donating their work on this, but not covering the cost of materials.

Ellen Kerr: I think there are 4 windows. It's my impression that the Historical Society is going to pay for that expense. The historical society will assume the responsibility for the log cabin. The log church - they haven't had the discussion to cover that cost. They've discussed the log cabin cost.

Griffiths: The log church is the responsibility of the Park Commission. We would have to pay \$45/window for the log church.

Andrus: If there are 6 windows, that would be \$270. If there are 8, it would be \$360.

Motion by Skurski / Andrus to move forward. Motion passed unanimously.

N - Treasurer's Report

Skurski: This is the report that Marge Achorn put out. There are a couple things that I liked about this. The fund balances are on the report from now on. Right now, if we close out today, we had not spent as much money as expected - and we have gotten significantly more money in than we expected. Revenue of \$93,000 instead of our expected \$67,000. One of the other large changes - underspent on contracts (Bob's) - this is 3/4 through the year. Part of the issue is that these numbers are from the end of the year, not the end of January. We look to be in good shape in the general 208 fund. We've overspent on repairs / maintenance, but most of that is because the park benches were supposed to be in last year's budget and weren't applied until this year. I judge our performance on our general 208 fund to be quite good.

On page 3 - the important thing is the beginning balance. The expenditures were going to be balanced by the historical society and that hasn't been balanced yet.

The lighthouse is complicated - keeper program money has been pushed into the gift shop instead of the lighthouse. The positive thing is that we're about \$17,000 over what had budgeted in tours. The grant hasn't come in, the transfer from the township has come in.

Other significant things in the lighthouse - manager time isn't in the right spot (not split correctly) and the printing and some repairs is running favorably - we have money to spend in that. We'll want to talk to the township about how much money we want to put in there. Once the grant money is in, we'll have pretty much a break-even year.

Lighthouse gift shop - the numbers that Ginger has are significantly different, so we're going to try to match up and see where we have issues. (For example, sales tax). Even as it stands today, we're positive on our balance. Once we deal with Ginger's time, those will balance out.

Take a look at what we've got - this is the sheet that we're going to run our budget items from. If you want the details, I'll send you the 64-page report and you can peruse it. There's been some discussion from the town board about zero budget, but I've experienced zero budgeting in a couple of businesses and we don't have enough data for that. If you have questions, call me. I will have this performance report updated through the end of January and will put down a suggested start - we don't want to have to start from zero. That will give us a chance to get our budgeting done in two meetings.

Citizen Comments

Susie Shipman - 14735 Shipman Rd. - She realized she kept talking when talking about Bowers and didn't ask them to affirm the motion so that the staff could work with the Bowers Harbor. She apologizes for not bringing it back.

Sanders: From the town board side, they've been in communication with the vineyard. The town board will take the lead and move forward on that.

Laura Serocki - 6924 Center Rd. - The new planner, Brian, worked on a lot of the park reports for Garfield Township and he would be a great resource, either writing or editing reports. She has a copy of the proposed ADA plan for the old orchards from July, 2010. The old orchard has no trees and is one of the hottest places to walk. One has a short loop - she'd like to encourage that. On the plan, they were going to move the ADA path away from other properties. There is a lot of trespassing in the northeast corner, where there are woods. People go in there to escape the wind in the winter and the sun in the summer. She'd encourage it to move it away from their property (they have put up signs and laid down tree limbs). On Monday three people had been on their property. They don't want a fence because of the wildlife. They tried to use the limbs. If the trail was away from their property, that would help them.

Bob Wilkinson - 18426 Cinder Rd.: He just wanted to comment that in the last month / month and a half, Susie and her husband and Bob have done sign work on the trails. Thank you to Susie and her husband for that work!

Board Comments

none

Motion to adjourn meeting by Griffiths / Skurski. Motion passed unanimously. Meeting adjourned at 9:12 pm.