PENINSULA TOWNSHIP PARKS COMMITTEE

January 26 2022
Regular Board Meeting

AGENDA

1. **Call to Order**
2. **Pledge**
3. **Roll Call**
4. **Approve Agenda**
5. **Brief Citizens Comments-for items not on the 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. Minutes from December 15, 2021
   B. Correspondence from Dan Farley
   C. Correspondence from Susan Piehl RE: DNR Upcoming Grant Webinar
   D. Correspondence from Rebecca Chown RE: Appointment as Parks Committee Member
   E. Correspondence from Bill Stott RE: Lighthouse Litter Collection
   F. Correspondence from Bill Stott RE: Poison Ivy Control in Central & Northern Peninsula Township
   G. Correspondence from Dave Murphy RE: PNA Hemlock Trail
   H. Correspondence from Dave Murphy RE: Follow up documents from Friends of Sleeping Bear
   I. Project costs for potential bike/hike trail development at OM Park (Chown)
   J. Correspondence from Connie Sargeant
   K. Correspondence from Terri McDermott

8. **Business**
   A. Park Planning Next Steps w/LIAA (Barry Hicks)
   B. BHP Pickle Ball Court Funding (Bill Cantinella)
   C. Mountain Bike Trails (Steve Laderquist)
   D. Non-motorized Committee Update (Murphy/Chown)
   E. Old Business: Follow up on Volunteer Engagement in Parks
   F. Township Newsletter
   G. 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 Clerk.

Peninsula Township
Parks Committee Special Meeting
December 15, 2021
Lola Jackson Recording Secretary
DRAFT

PENINSULA TOWNSHIP PARKS COMMITTEE
SPECIAL MEETING
December 15, 2021
1:00 p.m.
MINUTES

1. Call to Order by Skurski at 1:00 p.m.
2. Pledge
3. Roll Call- Shanafelt, Karczewski, Skurski, Murphy. Milliken arrived 2:12 pm. Excused absent-Zebell, Dahl. Also Chown, township clerk, Achorn, township trustee.
4. Approve Agenda-Karczewski- Bowers Harbor Park Pavilion request added to agenda as C1.
   Karczewski moved to approve the amended agenda with a second by Murphy. **Passed Unan**
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 October 27, 2021
   B. Project costs for potential bike/hike trail development at OM Park (Chown)
   C. Correspondence from Connie Sargeant
   D. Correspondence from Terri McDermott

   Shanafelt moved to approve the consent agenda, second by Murphy. **Passed Unan**
8. Business
   A. Sleeping Bear Friends and Fundraising (Murphy/Barrilleaux)
   Barrilleaux, who runs the Adopt a Trail program and is a board member of the Friends of the Sleeping Bear Dunes, discussed specifically how the trail volunteer program works. The program started 25 years ago as a grassroots organization made up of people who wanted to help preserve and protect the park and now has approximately 100 volunteers. The individuals apply, have a short training, are provided with a manual, and make volunteer activity online reports. Assignments may include mowing, walking the trails, removing trash, reporting down trees, and interfacing with park guests. Reports include number of volunteer hours, actions taken, and may include photos. Barrilleaux receives these reports and passes the information on the national park staff. The volunteer group fundraises all year long. Donors are people who use the park, community partners, and a grant writing team who look for grants to fulfill a specific need. Each spring the national park presents the group with a list of potential wish list projects regarding trails. The use of Facebook and Instagram prove effective. Barrilleaux recommended having small volunteer events to start. Chown requested Barrilleaux send the data base of grants being used, the website used to track volunteer reporting, and the volunteer handbook. (See Friends of Sleeping Bear Dune Accomplishment report and links to information in meeting packet on website).

   The committee discussed possible volunteer park projects for the spring. Each member will talk to Wilkinson regarding potential volunteer maintenance projects. The winter township newsletter can publicize the events and Chown needed information by January 5, 2022.
   B. Update on TB Meeting and Park Planning (Shanafelt)
   Shanafelt-the LIAA final report will be presented at the January town board meeting. Mentioned presentation includes hiring a grant writer and providing more human and budgetary capacity for the parks. Wilkinson's time was needed by the cemeteries and reduced park maintenance capacity over the past year. More LIAA funding has been approved by the township board to complete this project, which has broadened in scope and detail due to the committee's efforts. The committee reviewed the potential pathway to a park millage vote in August, 2022.
   C. Finalize LIAA Report & Actions for Park Planning (Skurski)
   Committee members updated the park capital and maintenance budget for each of their respective park. This information was given to Chown to pass onto LIAA to incorporate into the final report. A dialogue regarding how the lighthouse expenditures

fit into the peninsula park system took place. Potential creation of separate bike and hiking trails in the lighthouse park needs DNR agreement.

C1. The Bowers Harbor Pavilion application for an event with 900 people was deferred to the township trustees. The liability insurance also expired the day before the event.

D. Parks Rep for next Town Board Meeting-all members of the parks committee to attend the meeting on January 11, 2022. The parks committee will hold a special public meeting on January 12, 2022 to discuss next steps.

9. Citizen Comments- None
10. Board Comments- None
11. Adjournment- You Tube channel transmission ended at 3:24 p.m.
    Adjourned 3:24 p.m.

From: Daniel Farley Dan@tsii.org
Subject: Parks
Date: Dec 17, 2021 at 12:31:37 PM
To: parksmike49686@gmail.com, peterleedahl@gmail.com, mbmillikenonpeninsula@gmail.com
Cc: mzebell.parks@gmail.com, bethkarczewski@gmail.com, davemurphy6943@gmail.com, Daniel Farley Dan@tsii.org

Please except my appreciation to each of you for your commitment to the OMP Parks.

I served on the board for many years and am responsible for the connecting of the OMPoint Park and the Murry Property by adding the East and West connection trails. I also created the signs that, I'm sorry to say, fell apart after only ten years. Your replacements are great! I am also responsible for the addition of the maple trees (donated by Howard Walker) around the parking area of Bower's Park as well as the cedar pines surrounding the tennis courts (to block the SW winds). The South Bowers Harbor Park was added during my tenure and we designated it as a "natural" area. We also came up with a standardized "donation bench" that people could place around the parks. Lastly, we planted hundreds of white pines and oak trees among the invasive Chinese elms on the Murry Property.

Please consider the following:

Designing and building an erosion control means for the hill on the East connection trail (where the trail climbs the ridge).

Designating hours in the parks when dogs may be let off leash. We had created the signs for the parks that read "Dogs Under Control" which have now been changed to "Dogs on leashes". I was very sad to see this change however I understand your rational.

Keeping the South Bowers Harbor Park as a natural area and do not add a paved trail. Paved trails are expensive to upkeep and they take away from the natural beauty of the Park.

Standardize the Donation Benches. We had come up with a classy wood bench design similar to the benches that you see on Frankfort's beaches. People are now placing plastic and even marble benches that, in my eyes, take away from the beauty of our parks.

Now that the white pines are getting larger on the Murry Property assemble a work bee to cut down the Chinese Elms. I volunteer!

Thank you again for your time and consideration.

From: Susan Piehl officemanager@peninsulatownship.com
Subject: FW: Township Insights 1.14.22 | Weekly legislative and news update from the Michigan Townships Association
Date: Jan 18, 2022 at 10:06:52 AM
To: Armen Shanafelt ABS.ParksComm@gmail.com, Becky clerk@peninsulatownship.com, Beth Karczewsk bethkarczewski@gmail.com, Dave Murphy davemurphy6943@gmail.com, Mary Beth Milliken mbmillikenonpeninsula@gmail.com, Michele Zebell mzebell.parks@gmail.com, Mike Skurski Parksmike49686@gmail.com, Pete Dahl peterleedahl@gmail.com

Good morning,

I thought you might be interested in the article, "DNR webinar offers information on applying for public recreation grants" in this email I am forwarding to you.

Regards,

Susan Piehl
Peninsula Township Office Manager
13235 Center Road
Traverse City MI 49686
phone - 231-223-7322 ext. 1
fax - 231-223-7117
officemanager@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.

From: Michigan Townships Association <jenn@michigantownships.org>
Sent: Friday, January 14, 2022 5:05 PM
To: officemanager@peninsulatownship.com
Subject: Township Insights 1.14.22 | Weekly legislative and news update from the Michigan Townships Association

Michigan Township INSIGHTS

January 14, 2022

Consensus on revenue estimates revises state revenue upward

Current fiscal year state revenue projections were revised upwards today to reflect revenue increases above the May 2021 consensus revenue projections. For Fiscal Year (FY) 2020-22, the combined General Fund and School Aid Fund revenues are projected to be $1.73 billion above the previous Consensus Revenue Estimating Conference (CREC). The consensus estimates indicate an upward revision of $776.6 million for the General Fund and $947.2 million for the School Aid Fund. The revised revenue estimates for the remainder of FY 2022 and for the upcoming 2023 and 2024 fiscal years were unanimously adopted by the Senate Fiscal Agency, House Fiscal Agency and state Department of Treasury. The revenue estimates are used as a baseline for the governor's budget recommendations and the Legislature in their budget process.

Resources and guidance on ARPA final rule

Last week's release of the final rule for the American Rescue Plan Act funds was welcome news for Michigan townships. The final rule greatly broadened and simplified how townships can use their allocation of the funds, including a new standard allocation up to $10 million that can be used for "government services" under the "revenue loss" category of uses. As townships continue to discuss and consider how to best put the dollars to use in their communities (and we encourage townships to take their time to make these decisions), new and updated resources are available to help provide guidance:

- **MTA Q&A webinar:** Your Questions Answered on ARPA Final Rule (an audio-only version is also available here)
- **Updated MTA Fact Sheet:** How Can Michigan Townships Use the American Rescue Plan Act Funds?
- **U.S. Treasury Final Rule** webinar recording and presentation

MTA will continue to provide information as it becomes available, including about non-entitlement units first "Projects and Expenditures" reporting, which is due by April 30.

Townships can apply now for SAFER grants

Applications are being accepted until Feb. 4 for the Staffing for Adequate Fire and Emergency Response (SAFER) grant program. The federal program helps provide funding directly to fire departments and volunteer firefighter interest organizations to assist with increasing the number

MTA Training Opportunities

- "*Now You Know* webinar – Meeting Management, Jan. 19 at noon
- "2022 *Board of Review Training* coming in February
- "Annual Conference & Expo registration now open

MTA QUICK LINKS

MTA COVID Relief
Webpage
Members-only Website
Answer Center
Training
Advocacy
Classifieds
Community Connection
Webcasts
Store
Township Governance
Academy
Allied Service Providers
MiTag

ALLIED SERVICE PROVIDERS

Burnham & Flower

of firefighters to help communities meet industry minimum standards, to attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. Several upcoming live webinars will provide an overview of the program, including FY 2021 SAFER Hiring of Firefighters Activity webinars, from 1 to 3 p.m. on Jan. 18 and Jan. 25, and a FY 2021 SAFER Recruitment and Retention Activity webinar, from 1 to 3 p.m. on Jan. 20. Register for the webinars here.

Treasury 'Updates and Resources Local Governments' webinar set for Jan. 25

In partnership with MTA, the Michigan Municipal League and Michigan Association of Counties, the Michigan Department of Treasury has announced the 15th joint webinar, "Updates and Resources for Local Governments" for **Tuesday, Jan. 25 at 2 p.m.** Topics will include an update on the Michigan Consensus Revenue Estimating Conference, an overview of the MIDEAL purchasing program for local governments, and an update from the Michigan Economic Development Corporation on the Revitalization and Placemaking Program. Participants can register and submit questions (in advance) on the webinar's registration page.

State announces $563.1 million for bridge repair from bipartisan infrastructure act

Gov. Whitmer announced today that the state is anticipating more than $563 million over five years in federal dollars from the bipartisan infrastructure act specifically designated for building, repairing and replacing bridges. MDOT expects to replace 24 state bridges; details on the distribution of funds to repair 129 local bridges is expected to be announced in the near future.

COVID-19 updates for townships

SCOTUS blocks large-employer vaccine-or-test mandate. Employees at large employers, including townships, will not be required to receive a COVID-19 vaccine or test weekly for the virus, after the U.S. Supreme Court (SCOTUS) blocked the emergency temporary standard from the U.S. Occupational Safety and Health Administration from taking effect. The Biden Administration had announced last fall a plan for the mandate, which was halted by court challenges.

Home COVID tests now covered by health insurance. Over-the-counter (OTC) COVID-19 tests (also called antigen or rapid tests) purchased for personal use must be covered by health insurance, beginning Jan. 15, and during the COVID-19 public health emergency, under the Families First Coronavirus Response Act (FFCRA). Townships, particularly those that offer health care benefits, should let their employees know of this change in benefits. Under the new policy, individuals can purchase up to eight tests per month. If test costs are not covered at the time of purchase (direct coverage), individuals can submit documentation for reimbursement.

www.mlgroup.com

Michigan Township Participating Plan

MERS
www.mersofmich.com

* Asphalt Materials, Inc.

* Beachham, Sparks, Thall, Seeber & Kaufman, PC

* Consumers Energy

* Fahey Schultz Burzych Rhodes PLC

* Foster, Swift, Collins & Smith, P.C.

* Hatfield Agency

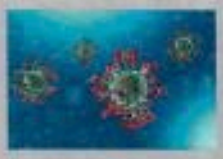
* ITC Holdings Corp.

* Rosati, Schultz, Joppich & Amtsbuechler, P.C.

* Mike Meyers, PLC

MICHIGAN TOWNSHIPS ASSOCIATION

Health insurance plans are not required to provide coverage for OTC COVID-19 tests for employment purposes. If a township requires testing for employees and the township reimburses employees for that cost, it must continue to do so. A township is not required to reimburse for employment-related COVID-19 OTC tests. Read FAQs about the FFCRA, including the new coverage, here.



Second year of 101st legislative session officially began Jan. 12

The state House and Senate returned to session this week as the 101st Legislature moved into its second and final year of this session. All House members are in the final year of their two-year term and all senators are completing the final year of their four-year term. MTA encourages members to connect with your state legislators: find your legislator here.

Updated resource explains general law versus charter townships, process to incorporate

Townships over 2,000 population are eligible to incorporate as a charter township. Following each federal census (and a state or special census), the state Office of the Great Seal must notify all townships meeting the minimum population threshold of their eligibility, and applicable townships may have recently received this notification from the state. To clearly explain the difference between general law and charter townships, considerations for and how to incorporate as a charter township, MTA has updated its resource, "General Law or Charter Township? The Choice is Yours ....." You can also find more information on MTA's "Charter Townships" webpage on the members side of www.michigantownships.org (via the "Index of Topics" under the "Answer Center" tab after logging in).

REMINDER: Feb. 15 deadline for First Responder Training/ Recruitment Grants

Townships have until Feb. 15 to completed online applications for First Responder Training and Recruitment Grants, up to $100,000, for first responder training and recruitment. Priority will be given to projects that will be completed by Sept. 30, 2022, and are funded on a reimbursement basis. Questions can be directed to TreasLocalGov@michigan.gov.

MTA county chapters! Send your updated officer information to MTA

MTA county chapters offer a way of connecting township officials with their peers, as well as with county officials and agencies, lawmakers and others. Ensure that MTA has up-to-date information about your county chapter by sending updated officer information and meeting details with this County Chapter Update form or email your details to cindy@michigantownships.org (and be sure to keep us updated when officers or chapter details change). A directory of county chapter officers, as well as additional county chapter information and resources, are available on MTA's member website (under the "About MTA" tab).

DNR webinars offers information on applying for public recreation

DNR webinar offers information on applying for public recreation grants

Township officials can learn more about applying for funding through the Natural Resources Trust Fund, Land and Water Conservation Fund, and Recreation Passport Grant Programs, at a virtual recreation grants workshop held by the state Department of Natural Resources (DNR) from 1 to 3 p.m. on **Feb. 1**. The workshop covers the process and requirements to apply for grants supporting the acquisition or development of a public outdoor recreation facility. There is no cost to participate, but registration is required. A recording of the workshop will be available following the event on the DNR's recreation grants workshop page.

Scrap Tire Clean-up Grant application deadline extended

The state Department of Environment, Great Lakes and Energy has extended the application deadline for its Scrap Tire Clean-up Grants until **Friday, Jan. 28**. To apply or for more information, visit grant program website or email EGLE-scraptire@michigan.gov.

Michigan Infrastructure Office to partner with local officials

Gov. Whitmer announced this week the creation of the Michigan Infrastructure Office to partner with local officials and others to invest in Michigan's infrastructure. The office will be responsible for ensuring resources sent to Michigan under the federal Infrastructure Investment and Jobs Act (IIJA) are used effectively and efficiently to repair roads and bridges, replace lead pipes, expand high-speed internet and build up electric vehicle charging infrastructure as well as create jobs. The IIJA is expected to provide billions of dollars to Michigan to upgrade various infrastructure projects and the new office will oversee those efforts.

State of State announced for Jan. 26

Gov. Whitmer will hold her 2022 State of the State address on Wednesday, Jan. 26. The speech will be virtual and will be broadcast live throughout the state. More details will come as the date gets closer.

U.S. Senate passes State and Local Government Cybersecurity Act

Legislation to provide more advanced tools, policies and procedures to local and state governments passed the U.S. Senate this week. Sponsored by Sen. Gary Peters (D-MI) and Rob Portman (R-OH), the measure will also provide a collaborative hub for training and exercises and allows the National Cybersecurity and Communications Integration Center to facilitate stronger coordination between the federal Department of Homeland Security and state and local governments in several areas. The bill now heads to the U.S. House of Representatives for consideration.

TGA Scholarship applications now being accepted

MTA's Township Governance Academy (TGA) gives township board members and other local leaders the knowledge and skills needed to make even more effective decisions for the benefit of their township. TGA offers new ideas, shares "best practices" and provides a hands-on approach to help leaders deal more effectively with everyday issues that townships face.

From: Rebecca Chown clerk@peninsulatownship.com
Subject: update on making Becky a voting member of the parks committee
Date: Jan 18, 2022 at 11:25:48 AM
To: Armen Shanafelt abshanafelt@gmail.com, Beth Karczewski bethkarczewski@gmail.com, Dave Murphy dgmurphy@charter.net, Mary Beth Milliken mbmillikenonpeninsula@gmail.com, Michele Zebell mmzebell@gmail.com, Mike Skurski Parksmike49686@gmail.com, Pete Dahl peterleedahl@gmail.com

Good morning to all,

Greg Meihn says that if the township board appoints me as its formal liaison to the parks committee, I can be a voting member. He also clarified that if I take the lead on any matter that comes from parks to the town board, I might want to recuse myself from a vote. I will not want to do that, so I would ask that you not make me the lead on any parks matter that comes before the town board for a vote. Then I will be able to voice my opinion and vote as a normal member of the township board.

If that makes sense, and if you would like me to be a voting member, I will place this item on the consent agenda for our next township board meeting.

Becky

Rebecca Chown
Peninsula Township Clerk
13235 Center Road
Traverse City MI 49686
phone: 231-223-7321
fax: 231-223-7117
clerk@peninsulatownship.com
Office Hours: Mondays 7:30 a.m. to 6:30 p.m., Tuesdays–Thursdays 7:30 a.m. to 5:00 p.m., and closed Fridays–Sundays and holidays

From: Gregory M. Meihn [mailto:gmeihn@foleymansfield.com]
Sent: Tuesday, January 18, 2022 10:43 AM
To: Rebecca Chown; Matthew T. Wise
Subject: RE: parks committee question

He would Becky if he were the lead on the issue. I am not saying your existence on the Park's Board causes you to recuse. I am saying that if you are simply a voter and speak your opinion, but are not the advocate for the position, you are good to go on both Boards. I hope you would select being on both.

FOLEY & MANSFIELD

Gregory M. Meihn | Partner | T: 248-721-4183 | F: 248-721-4201
130 East Nine Mile | Ferndale, MI 48220 |

Chicago | Denver | **Detroit** | Edwardsville | Indianapolis | Kansas City | Los Angeles | Miami | Minneapolis | New Orleans
New York | St. Louis | Seattle | Tampa Bay | Walnut Creek

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From: Rebecca Chown <clerk@peninsulatownship.com>
Sent: Tuesday, January 18, 2022 10:38 AM
To: Gregory M. Meihn <gmeihn@foleymansfield.com>; Matthew T. Wise <mwise@foleymansfield.com>
Subject: RE: parks committee question

Hmm. If I should recuse myself from any vote that comes before the town board that I've worked on within the parks committee, I'm not sure I want to be a voting member! I'll give that some thought.

I don't think Isaiah recuses himself from voting on matters that come from the PC to the township board…but I could be wrong about that. I'll ask him.

Becky

Rebecca Chown
Peninsula Township Clerk
13235 Center Road
Traverse City MI 49686
phone: 231-223-7321
fax: 231-223-7117
clerk@peninsulatownship.com
Office Hours: Mondays 7:30 a.m. to 6:30 p.m., Tuesdays–Thursdays 7:30 a.m. to 5:00 p.m., and closed Fridays–Sundays and holidays

From: Gregory M. Meihn [mailto:gmeihn@foleymansfield.com]
Sent: Monday, January 17, 2022 10:04 PM
To: 'Rebecca Chown'; Matthew T. Wise
Subject: RE: parks committee question

The Town Board should appoint you Becky. Second, I would assume that given that appointment, you will consider, depending on the issue, of recusing yourself on any issue that comes to the Board for a vote. Okay. Other than that, it would be great and I fully support your involvement.

FOLEY & MANSFIELD

Gregory M. Meihn | Partner | T: 248-721-8183 | F: 248-721-4201
130 East Nine Mile | Ferndale, MI 48220 | foleymansfield.com

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From: Rebecca Chown <clerk@peninsulatownship.com>
Sent: Wednesday, January 12, 2022 5:11 PM
To: Gregory M. Meihn <gmeihn@foleymansfield.com>; Matthew T. Wise <mwise@foleymansfield.com>
Subject: parks committee question

Hi,

I am the town board rep on the parks committee and attend all meetings. Some members of the parks committee would like to make me a voting member. Is that possible? The township board created the parks committee…Does the township board have to formally appoint me? I don't care either way, as my contributions don't depend on having a vote, but I said I'd ask.

Thank you,

Becky

From: William Stott <wstott3193@gmail.com>
Sent: Wednesday, January 5, 2022 3:18 PM
To: Susan Piehl <officemanager@peninsulatownship.com>; Mike Skurski <Parksmike49686@gmail.com>
Cc: Bill Ryan <billrtc@yahoo.com>; Lola Jackson <lolaink@earthlink.net>; Ginger Schultz, Mission Point Lighthouse Manager <missionpointlight@gmail.com>
Subject: Lighthouse Litter Collection

Susan and Mike;

Happy New Year. Attached please find the annual litter collection report for 2021 which summarizes our volunteer efforts at the Lighthouse portion of the Old Mission Park. It includes a tabulation of gross weight and numbers of selected items collected.

Overall, the park was relatively free of unsafe items of litter and the number of fires has been decreased since mid-2019 when effective barriers were placed at the pull-outs to prevent out-of-sight parking. This has helped ensure the park rules are better adhered to. This is also despite an obvious

large increase in visitation to the park which every day we were present has led to much overflow parking. Significantly, the immediate lighthouse grounds were always well kept and clear of litter. Kudos to Ginger and her volunteers.

Thanks again to the Committee (sorry, an earlier Poison Ivy report stated "Commission") for your continued support of our efforts.

Respectfully Submitted,

Bill Stott, Bill Ryan, Lola Jackson, Dylis Garcia

January 4, 2022

Old Mission Peninsula Township Park Committee,

This report summarizes the collection of litter from the OMP Lighthouse Park from April to mid-October 2021 by two teams of volunteers: Bill Ryan and Bill Stott, and Lola Jackson and Dilys Garcia. We are again included in the team of volunteers supporting the lighthouse under the direction of Ginger Schultz whose lighthouse crew continue to keep the immediate grounds of the lighthouse clean and welcoming. Our areas of operation are a bit farther afield from the lighthouse itself.

Litter was again collected in a safe manner, utilizing mechanical grabbers, the wearing of yellow vests, and physical distancing practices. Areas cleaned were the four pull-outs to the west of the main lighthouse parking lot, roadsides within the park, the main parking lot, and all accessible beach areas. Statistics were kept on the time expended, total weight of litter collected and of several specific types of trash encountered (see Summary Table below). The object of this is to provide the Committee with a general idea of the type of activities generating litter. For example, beer and liquor waste products and fires suggest afterhours partying, cigarette butts in parking areas a measure of visitor numbers.

A total of approximately 43 hours of efforts yielded 64 pounds of litter over the summer and fall (see attached table), somewhat more than the 55 pounds collected in 2020. Numerically, as in other years, cigarette buts make up the greatest single item collected (1252), primarily in the main parking lot. This item of litter consistently tracks with numbers of parked vehicles. Despite continued heavy visitation, numbers of items counted were in general decreased over 2020. For example, a total of 71 bottles and cans were collected versus 147 in 2020. As expected, the heaviest litter collections were post major holidays. The placement of nice appearing trash receptacles in the parking lot has in our opinion had a positive impact. Kudos to those responsible.

In other good news, barriers to out-of-sight car/truck parking at Pull-Outs, have effectively ended much after-hours party activity and fires while still allowing access. Any litter found is invariably at the roadside parking and easily picked up. Also, the type of "hygiene products" collected has continued to shift from used condoms and clothes items to the occasional diaper. Again, a word of thanks to the lighthouse park personnel who have improved upon the original barriers at the Pull-Outs.

Thank you to the Committee members for their continued support of our volunteer efforts!

Respectfully submitted,

Bill Stott, Bill Ryan, Lola Jackson, Dilys Garcia

OMP Lighthouse Park Litter Collection Annual Report – 2021

Summary of Lighthouse Park Trash Collections

DATE	14-Apr	23-May	1-Jun	6/13&20	16-Jul	12-Aug	22-Aug	26-Sep	15-Oct
Pounds Collected	11	1	4	13	6	5	8	13	3
Total Time (hr)	6	3	4.5	3	5	6	2	5	8
Cig. Butts*	330	6	140	138	370	77	43	120	28
Hygiene Prod.**	9	0	3	1	2	4	4	6	0
Clothing	2	0	3	2	2	1	1	2	3
Bottles (NON-alc)	0	0	0	4	4	0	3	2	0
Bottles (liq, wine)	1	0	0	0	0	0	0	5	0
Bottles (beer, cider)	2	0	0	1	1	0	0	3	0

Cans (NON-alc)	3	0	0	0	0	0	0	0	0
Cans (beer, cider, etc.)	8	0	7	0	8	11	0	8	0
Shotgun related	3	0	0	0	0	1	0	0	0
COMMENTS	*a*	*b*	*c*		*d*	*e*	*f*	*g*	*h*

*Cigarette filters and cigar tips

** Tampon applicators, condoms, masks and diapers

TOTALS	
Pounds Collected	64
Total Time (hr)	42.5
*Cig. Butts**	1252
*Hygiene Prod.***	29
Clothing	16
Bottles (NON-alc)	13
Bottles (liq. wine)	6
Bottles (beer, cider)	7
Cans (NON-alc)	3
Cans (beer, cider, etc.)	42
Shotgun related	4

Comments

a Evidence of recent campfire and rustic chair construction by using split wood and screws, including into tree, at embankment of Pull-Out #2.

b Little trash observed. Generally clean following Memorial Day holiday.

c No new fires.

d Beach fire with burned cans near second pull-out.

e One beach fire near pull-out #2.

f Light trash, small package wrappings.

g No new fires. Majority of waste in Pull-Out parking spots.

h Light trash, primarily plastic packing materials/ recycle bin is gone.

Poison Ivy Control and Trail Clearing in Central and Northern Peninsula Township: 2021

Peninsula Township Parks Commission December 16, 2021

Dear Commissioners.
This letter summarizes the efforts in summer 2021 to control Poison Ivy (PI) and Autumn Olive (AO) bushes in central and northern Township parks. Utilizing the backpack sprayer purchased by the Commission in 2012, I was able to spray PI and AO seedlings growing on or near trails and beaches from June through September.

A total of 30 gallons of diluted Trichlopyr-based herbicide was applied in a careful manner to eradicate PI and AO seedlings, but protect all grasses and non-PI broadleaf plants whenever possible.

Poison Ivy. Poison Ivy poses an obvious risk for those using our trails and beaches and for those mowing, as the latter can aerosolize the toxic oil produced by PI. The heaviest infestations treated were in the northeastern corner of Hazrod Beach Park lakeside of the basketball court, several mowed trails in the northern portion of the Bowers Harbor Park Annex, an area adjacent to the western section of the paved BHP walking trail, and areas adjacent to the western most "Pull-Outs" within the Lighthouse Park. Growths in all remaining locations were more isolated in nature. PI is tenacious in re-establishing growth near trails from off-trail beds within Old Mission Point Park and has returned to several beach areas near the lighthouse with lowering water level. In general, however, the amounts of PI near/on all trails and beach areas have been significantly decreased following several years of treatment.

As in previous years, the treatment of choice was the selective broadleaf herbicide called "triclopyr." Triclopyr has been in use for decades as a general-purpose herbicide to control woody broadleaf plants without affecting grasses or conifers. This selectivity is important as we want to spare grasses, especially beach grasses. Triclopyr degrades rapidly in soils and water and has a favorable environmental toxicity profile, including for the user (http://en.wikipedia.org/wiki/Triclopyr).

Autumn Olive. Autumn Olive is considered an invasive bush, rapidly covering open areas and trails with a thorny barrier to hikers and bikers, primarily on the Mission Point trail system. Regrowth in areas where large bushes had been removed previously were treated as were numerous seedlings next to nearly all trails during PI remediation efforts. A location of concern for future overgrowth of large areas by AO is the open areas of the Bowers Harbor Park Annex. Overgrowth of the open area next to the two-track at the Ridgewood Trail Head of Old Mission Point Park is a *fait accompli* and will require cutting to limit its impact.

With the Commission's approval, I will renew our efforts in the spring and summer of 2022.

Respectfully Submitted,
Bill Stott

Wstott3193@gmail.com

From: Dave Murphy davemurphy6943@gmail.com
Subject: Couple parks items including budgeting
Date: Dec 23, 2021 at 5:58:04 PM
To: Michael Skurski skurskim@gmail.com, Beth Karczewski bethkarczewski@gmail.com, Michele Zebell mzebell.parks@gmail.com, Armen Shanafelt ABS.ParksComm@gmail.com, Pete Dahl peterleedahl@gmail.com, Mary Beth Milliken mbmillikenonpeninsula@gmail.com
Cc: Rebecca Chown clerk@peninsulatownship.com, Matthew Cowall mcowall@liaa.org, Barry Hicks bhicks@liaa.org, Marge marge.peninsulatrustee@gmail.com

Steve Lagerquist of the Conservancy was in touch today & we covered a couple items worth sharing. The first two are the most important for our parks project/budgeting work:

- **Regarding the hemlock wing**, Steve said that the engineering cost would be less than I estimated in my last note on the subject. He said it would go up a bit from the $7,000 for the 300 feet in our original estimate but he wouldn't go over $10,000 for engineering if we boardwalk it all. So that lowers the number by several tens of thousands. He said part of the engineering is wetlands delineation, boundary marking, & basics that would have to be done for the location for a boardwalk regardless of length.
- Simply because we were talking, he brought up the **estimates for the state park trail work**. He'd like to do a presentation to the parks group on it & I agree. I asked his view of leaving it versus doing the work to pre-empt bad behavior. He said he very well knows the preference to leave things be/not do work that might attract more users because that's precisely what they grapple with all the time at the Conservancy. And that's largely why Susie Shipman accompanied Steve, advocating for minimal change. But going with his experience on conservancy properties, & as an avid mountain biker who knows how word gets out about trails, he's convinced the work will achieve more preservation than ignoring it. This is from me, but another reality is if the township is going to keep promoting the lighthouse as it has, we can't expect people who can read a map to ignore a 650 acre park adjacent to the lighthouse. They just drove 20 miles from town to get there. If they can find other things to do, they will. If the lighthouse keeps getting more visitors, so will the state property & many visitors will be carrying bikes. I raised the point about what to do on that land precisely to head off problems, not invite more users. So I hope we have Steve in to present. Let me know if you'd like me to coordinate it.
- Lastly, & only somewhat related to projects & budgeting, I heard from a couple people about more **downed hemlocks in that wing of PNA** & disappointment in the appearance of the trail. Someone (Bob?) cleared trees from the trails but the butt ends of the cuts are directly along the trails, as are a lot more that were cut in that area from past storm damage. It's a trail builder's preference to get the cut side of downed trees away from trails. So Steve & I will create an upcoming volunteer day to

work on that. It may be after the snow is gone, but we'll try to leave the hemlock wing as natural as possible while getting the visible cuts out of sight. It's so wet in there that fire risk is extremely low and Steve loves the food chain benefits of decaying wood. Looking at the hemlock wing recently, I'm saddened by all the downed trees but the light is permitting a surge of growth including many young hemlocks shooting up.

Thanks.

Dave

From: Dave Murphy davemurphy6943@gmail.com
Subject: FW: meeting notes for Old Mission Twp.
Date: Dec 15, 2021 at 6:24:30 PM
To: Tracy Barrilleaux tebarrilleaux@gmail.com, Rebecca Chown clerk@peninsulatownship.com, Michael Skurski skurskim@gmail.com, Beth Karczewski bethkarczewski@gmail.com, Michele Zebell mzebell.parks@gmail.com, Pete Dahl peterleedahl@gmail.com, Mary Beth Milliken mbmillikenonpeninsula@gmail.com, Armen Shanafelt ABS.ParksComm@gmail.com

Thank you very much for the attached info, Tracy, as well as presenting to our group. You were very helpful.

For the parks committee, please see what Tracy Forwarded in her message & the attachments.

Thanks again.

Dave

From: Tracy Barrilleaux [mailto:tebarrilleaux@gmail.com]
Sent: Wednesday, December 15, 2021 2:36 PM
To: Dave Murphy <dgmurphy@charter.net>; Rebecca Chown <clerk@peninsulatownship.com>
Subject: meeting notes for Old Mission Twp.

Hi Dave and Rebecca-

I've attached some documents for you to view, please share them with your group. Thank you again for asking me to share, I'm sorry I wasn't able to connect to zoom.

Welcome email: this is sent out by our new recruits coordinator, which welcomes them and requests the volunteer service agreement, (also attached). The service agreement protects the volunteer under the national parks workman's comp umbrella, including travel time to and from volunteering with us. Once the new volunteer has sent this in to the park, they then get introduced to the respective chair/lead person for what they signed up for.

Also attached is my Adopt-A-Trail Manual that gets shared with all new trail recruits and again at the beginning of the season as a refresher. I email about once a month to keep in contact with my group, they also receive monthly newsletters from the Friends and we keep them up to date with social media too. I didn't mention this, but it's important, I give about 200+ hours a year to the Friends, as the AAT coordinator, it's about 10 hours a month, more in the summer months.

You'll also find our organizational chart to view, our volunteer page is helpful to link out to each of the programs: https://friendsofsleepingbear.org/volunteer/

Our About Us Page: https://friendsofsleepingbear.org/about-us/

We use DonorSnap to manage all volunteer hours, personal information and donor information. https://donorsnap.com/

Here is a list of sites we actively asked for grant money from this year:
https://parktrust.org/funding-opportunities/
https://carlsfdn.org
https://www.neefusa.org/grants
https://www.christopherreeve.org

I am happy to answer any questions that I have knowledge of, please don't hesitate to reach out anytime. Best of luck with your endeavor! Protecting the natural resources is the greatest gift we can offer our future generations.

--
Adopt-a-Trail Coordinator
Tracy Barrilleaux
tebarrilleaux@gmail.com
760-505-6743

Thank you for registering as members of the Friends of Sleeping Bear Dunes. Below is the general orientation information for the Friends. Once you review the material and return your Park Volunteer Service Agreement (attached), I will forward your contact information to the committee chairs where you wish to volunteer.

You may return the Agreement by email to me or to the address below. Note that there is a line for your signature on page 2.

Friends of Sleeping Bear Dunes Inc.
c/o Kathy Cole, 8825 W. Deborah Ann Trail, Empire, MI, 49630

The link below is a video of the annual Friends training held on Zoom this year.

https://friendsofsleepingbear.org/2021-volunteer-training/

Background on the Friends of Sleeping Bear Dunes (FOSBD)

You are joining a group of over 700 Friends volunteers who assist in the Park each year. The FOSBD was created as a non-profit organization in1994. It has been growing and expanding volunteer opportunities ever since. Some of our important Friends volunteer projects include the Adopt-A-Programs (trail, beach, river), Heritage Trail monitoring and maintenance, and the Track Chair program for those with mobility issues. Members also assist with programs coordinated by Park personnel in areas including invasive species study and eradication, Piping Plover monitoring, Preventative Search and Rescue, and the BARK ranger program. We also obtain and administer grants and memorial funds which individuals, companies and other organizations wish to provide for the benefit of the Park. The Friends tax-exempt 501(c)(3) status makes it possible for individuals to make gifts of cash or property (physical items or real estate) and allows the donors to claim legitimate tax deductions.

***Mission** – Protecting resources and heightening visitor experiences in partnership with Sleeping Bear Dunes National Lakeshore.*

On our website friendsofsleepingbear.org, you will find Job Descriptions and the Volunteer Handbook

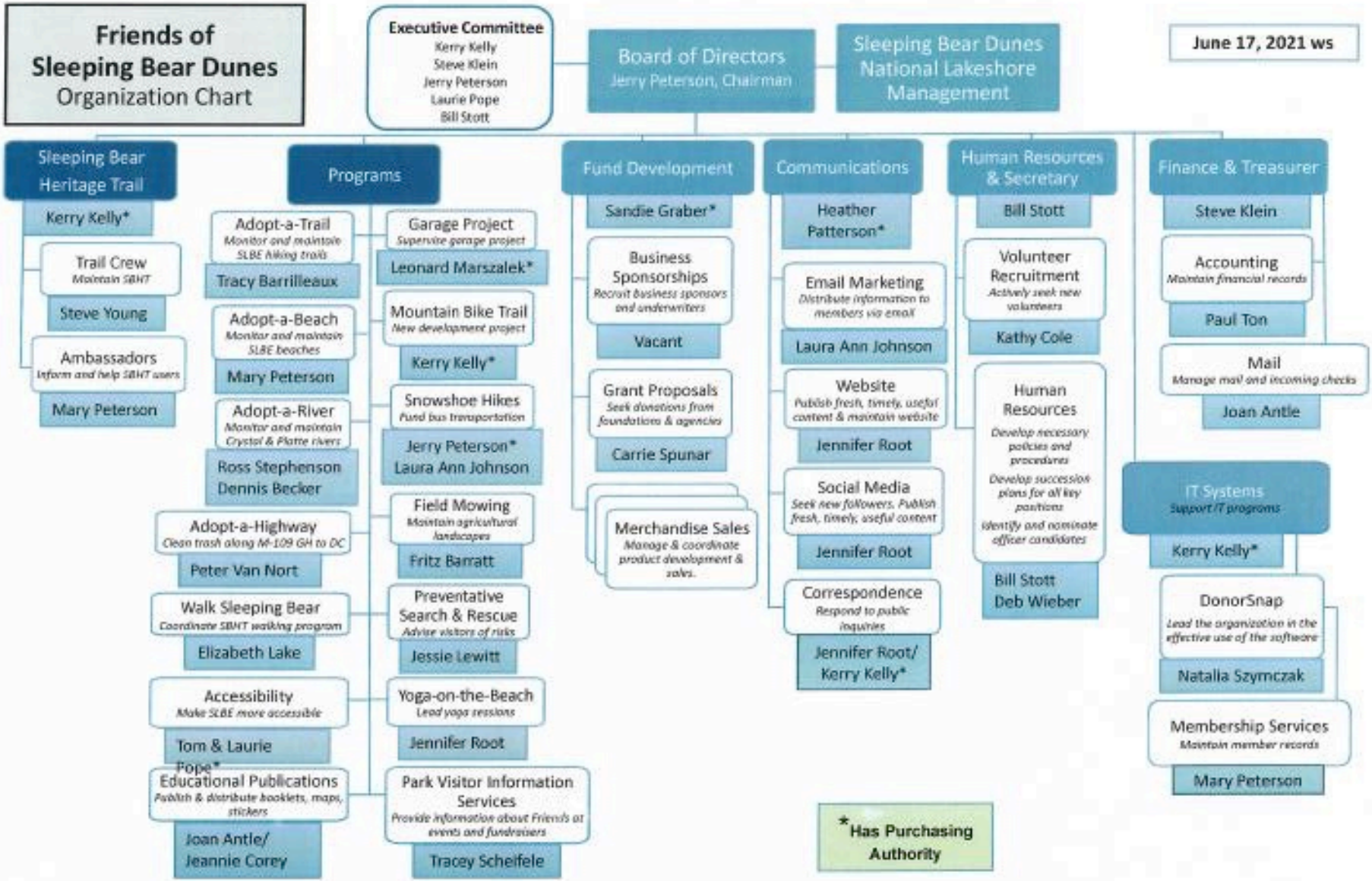
Tracking Your Hours

Hours should be logged on the Friends of Sleeping Bear Dunes website. This is important because it provides needed information to your Program Manager. Some programs, like Adopt-a-Trail track where there are erosion issues or down trees. The Adopt-A-Beach data of litter picked up on the back by the beach patrol is shared with the Alliance for the Great Lakes. Preventative Search and Rescue reports record number of contacts and changes in behavior, etc. In addition, hours reported by the Friends are used to calculate the dollars returned to Sleeping Bear Dunes by the National Park. More hours equals more dollars! Also, some of our grant funding is

dependent on number of volunteers and number of volunteer hours. So, stand up and be counted! Just like work, you count time from when you leave home until you return home from your volunteer task.

Also, Once your volunteer hours have been received by the Park, you will be able to pick up a Sleeping Bear Dunes annual Park pass. You will also be accumulating hours towards a National Park pass.

Please let me know if you have additional questions.


Friends of Sleeping Bear Dunes
Organization Chart
June 17, 2021 ws
Executive Committee
Kerry Kelly
Steve Klein
Jerry Peterson
Laurie Pope
Bill Stott
Board of Directors
Jerry Peterson, Chairman
Sleeping Bear Dunes National Lakeshore Management
Sleeping Bear Heritage Trail
Kerry Kelly*
Trail Crew
Maintain SBHT
Steve Young
Ambassadors
Inform and help SBHT users
Mary Peterson
Programs
Adopt-a-Trail
Monitor and maintain SLBE hiking trails
Tracy Barrilleaux
Adopt-a-Beach
Monitor and maintain SLBE beaches
Mary Peterson
Adopt-a-River
Monitor and maintain Crystal & Platte rivers
Ross Stephenson
Dennis Becker
Adopt-a-Highway
Clean trash along M-109 GH to DC
Peter Van Nort
Walk Sleeping Bear
Coordinate SBHT walking program
Elizabeth Lake
Accessibility
Make SLBE more accessible
Tom & Laurie Pope*
Educational Publications
Publish & distribute booklets, maps, stickers
Joan Antle/
Jeannie Corey
Garage Project
Supervise garage project
Leonard Marszalek*
Mountain Bike Trail
New development project
Kerry Kelly*
Snowshoe Hikes
Fund bus transportation
Jerry Peterson*
Laura Ann Johnson
Field Mowing
Maintain agricultural landscapes
Fritz Barratt
Preventative Search & Rescue
Advise visitors of risks
Jessie Lewitt
Yoga-on-the-Beach
Lead yoga sessions
Jennifer Root
Park Visitor Information Services
Provide information about Friends at events and fundraisers
Tracey Schelfele
Fund Development
Sandie Graber*
Business Sponsorships
Recruit business sponsors and underwriters
Vacant
Grant Proposals
Seek donations from foundations & agencies
Carrie Spunar
Merchandise Sales
Manage & coordinate product development & sales.
Communications
Heather Patterson*
Email Marketing
Distribute information to members via email
Laura Ann Johnson
Website
Publish fresh, timely, useful content & maintain website
Jennifer Root
Social Media
Seek new followers. Publish fresh, timely, useful content
Jennifer Root
Correspondence
Respond to public inquiries
Jennifer Root/
Kerry Kelly*
Human Resources & Secretary
Bill Stott
Volunteer Recruitment
Actively seek new volunteers
Kathy Cole
Human Resources
Develop necessary policies and procedures
Develop succession plans for all key positions
Identify and nominate officer candidates
Bill Stott
Deb Wieber
Finance & Treasurer
Steve Klein
Accounting
Maintain financial records
Paul Ton
Mail
Manage mail and incoming checks
Joan Antle
IT Systems
Support IT programs
Kerry Kelly*
DonorSnap
Lead the organization in the effective use of the software
Natalia Szymczak
Membership Services
Maintain member records
Mary Peterson
*Has Purchasing Authority

VOLUNTEER SERVICE AGREEMENT—NATURAL & CULTURAL RESOURCES

1. ☑ INDIVIDUAL	2. ☐ GROUP
3. NAME OF AGENCY NPS	4. AGREEMENT #
5. NAME OF VOLUNTEER (First, Last)	6. U.S. CITIZEN OR PERMANENT RESIDENT ☐ Yes ☐ No, list visa type_____
7. NAME OF GROUP	8. NAME OF GROUP CONTACT (First, Last)
9. STREET ADDRESS	10. CITY, STATE, ZIP CODE
11. EMAIL ADDRESS	12. PHONE Home: Mobile:
13. AGE ☐ Under 15 ☐ 15 - 18 ☐ 19 - 25 ☐ 26 - 35 ☐ 36 - 54 ☐ 55 and Older	

14. **ETHNICITY & RACE (Optional):** Please report both ethnicity and race and tell us if you are a veteran or have a disability. Multiracial respondents may select two or more races. This information will inform our understanding of diversity and inclusion among the volunteer force in the natural and cultural resource areas.

14a. **Ethnicity** (Select one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino	14b. **Race** (Select one or more, regardless of ethnicity): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ White ☐ Native Hawaiian or Other Pacific Islander	14c. Are you a Veteran? ☐ Yes ☐ No 14d. Do you have disability? ☐ Yes ☐ No

EMERGENCY CONTACT INFORMATION

15. NAME (Last, First)	16. PHONE Home: Mobile:	17. EMAIL ADDRESS
18. STREET ADDRESS	19. CITY, STATE, ZIP CODE	

GOVERNMENT OFFICIAL COMPLETES THIS SECTION

20. AGENCY CONTACT NAME (Last, First)	21. AGENCY CONTACT EMAIL & PHONE
22. REIMBURSEMENTS APPROVED: ☐ Yes ☐ No Type and Rate of Reimbursement:	23. VOLUNTEER POSITION/GROUP PROJECT TITLE:

24. **Description of service to be performed.** Provide a brief abstract of volunteer or service activity and the location of the volunteer activity, and attach description of service to be performed. Service description should include details such as time and schedule commitment, use of government vehicle, use of personal equipment and/or vehicle, skills required (note certifications if necessary), level of physical activity required, etc. If this is a group agreement, the leader is to provide the group name and attach a complete list of group participants or optional form 301b for each volunteer.

VOLUNTEER/SERVICE ACTIVITY ABSTRACT

25. **Check all that apply:** ☐ Description of service attached ☐ List of group participants/optional form 301b attached ☐ Job Hazard Analysis ☐ Valid Driver's License Verified (if required)

PARENTAL CONSENT FOR VOLUNTEER UNDER AGE 18

26. PARENT OR LEGAL GUARDIAN (First, Last)	27. PHONE Home: Mobile:	28. EMAIL ADDRESS
29. STREET ADDRESS	30. CITY, STATE, ZIP CODE	

31. I affirm that I am the parent/guardian of the above named volunteer. I understand that the agency volunteer program does not provide compensation, except as otherwise provided by law; and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the service that the volunteer will perform. I give my permission for _____ to participate in the specified volunteer activity.
(NAME OF YOUTH)

32. Parent/Guardian Signature | Date

VOLUNTEER & GROUP LEADER AFFIRMATION

33. I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees for any purpose other than tort claims and injury compensation. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the government or I may cancel this agreement at any time by notifying the other party. I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties. I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws. I understand the health and physical condition requirements for doing the work as described in the job description and at the project location, and certify that the statements I have checked below are true:

☑ I or group leader know of no medical condition or physical limitation that may adversely affect my or members of the group ability to provide this service. If a group see attached OF301b.

☐ I or a member of the group have a medical condition or physical limitation that may adversely affect my ability to provide this service and have informed the Government Representative. If a member of a group see attached OF301b.

☐ I or group member do not consent to being photographed or to the release of my photographic image. If a member of a group see attached OF301b.

I do hereby volunteer my services as described above, to assist in authorized activities at _____ and I agree to follow all applicable safety guidelines. See attached OF301b attached if a member of a group.
(NAME OF FEDERAL AGENCY)

34. Signature of Volunteer or Group Leader | Date

The above-named agency agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider you as a Federal employee only for the purposes of tort claims, liability and injury compensation to the extent not covered by your volunteer group, if any.

35. Signature of Government Representative | Date

TERMINATION OF AGREEMENT

36. Agreement Terminated Date: | Total Hours Completed:

37. Signature of Government Representative:

PUBLIC BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0080. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. USDA, DOI, DOC and DOD prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Not all prohibited bases apply to all programs.

PRIVACY ACT STATEMENT

Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA and USDI for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however if this form is incomplete, enrollment in the program cannot proceed.

Friends of Sleeping Bear Dunes Adopt-A-Trail Program Information and Training Guide 2021

Friends of Sleeping Bear Dunes
P.O. Box 545
Empire, MI 49630
www.friendsofsleepingbear.org

Contents

Contents

What is a Trail Crew Volunteer? 4
Volunteer Rules of Conduct – Adopt-A-Trail 5
Volunteer Rights and Privileges 5
Friends of Sleeping Bear Dunes Responsibilities 5
Volunteer Information Program (VIP) Application (NPS Form 301A) 5
Preparing for your Patrol 5
On the Trail 6
Observing Safety 7
Checking In & Out 7
Trailhead Inspection 7
Performing Minor Maintenance 7
Documenting Maintenance and Safety Issues 7
Litter 8
Signage 8
Interacting with Visitors 8
Wilderness Designated Portions of the Park 8
Handling Park Rules Violations 9
Emergencies 9
After Patrol Reporting 9
Frequently Asked Visitor Questions 10
Superintendent's Compendium 10
Trail Regulations and Safety 10
Regulations for Mainland Trails 10
Trail Safety Information 11
Forms and Supplemental Information – See Trail Manager for Copies 11

Adopt-A-Trail Program
Program Information and Training Guide

Friends of Sleeping Bear Dunes, Inc. Mission Statement

"Protecting resources and heightening visitor experiences in partnership with Sleeping Bear Dunes National Lakeshore."

Adopt-A-Trail Program Description

Within this overall mission, the goals and objectives of the Adopt-A-Trail Program will be to promote the safe, responsible and enjoyable use of the Sleeping Bear Dunes National Lakeshore rustic trail system with an emphasis on:

- Minor trail maintenance and hazard or damage reporting
- Informing, assisting, and educating Park visitors
- Practicing and exemplifying trail etiquette
- Having fun on the trails

The Adopt-A-Trail Program is a volunteer-driven program of outdoor enthusiasts who wish to contribute to the community and to Sleeping Bear Dunes National Lakeshore.

By contributing volunteer hours each fiscal year, you automatically become a Friends member. If you also wish to contribute financially to the Friends, you may do so on our website: http://friendsofsleepingbear.org/donate/

This program includes all of the mainland "rustic" hiking trails, but does not include the Sleeping Bear Heritage Trail. The Heritage Trail has an "Ambassador" program with training and guidelines separate from, but similar to the Adopt-A-Trail program.

What is a Trail Crew Volunteer?

A Trail Crew Volunteer supports the observation and reporting on the 17 "rustic" hiking trails, covering nearly 60 miles on the mainland area of the Park. It does not include the trails on the Manitou Islands. The Volunteer also actively participates in educating Park visitors in order to make their visit more safe and enjoyable.

Qualifications and Abilities

- Complete Trail Volunteer training
- Possess positive, effective, enthusiastic interpersonal skills
- Enjoy being on the trail
- Possess physical conditioning good enough to permit walking moderate distances.

This position asks that the Volunteer will commit to patrolling their assigned trail at least once per month, during the season of April thru October. However, there is no formal, required minimum time commitment. You may patrol more than the minimum and, in fact, you are encouraged to do so. This position works closely with the Roads, Trails, Grounds Division.

Volunteer Rules, Rights and Privileges

Since the Trail Crew Volunteers represent the Sleeping Bear Dunes National Lakeshore and The Friends of Sleeping Bear Dunes, it is of the utmost importance that all Volunteers treat all Park visitors with courtesy and respect, and attempt to use the Volunteer's knowledge and skills to assist trail users in the following ways: providing information about proper use of the Park trails, regulations and layout, local services and points of interest, and trail conditions.

Volunteer Rules of Conduct – Adopt-A-Trail

While volunteering and wearing some form of Volunteer identification, Volunteers:

- Shall not accept any form of compensation from Park visitors including donations. Visitors wishing to make a donation should be offered a membership brochure and/or directed to the Friends' donation boxes at the Visitor Center, campground offices, and other places around the Park.
- Shall not use profane language.
- Shall maintain a neat appearance, and wear Park-issued Volunteer identification at all times when performing official Volunteer duties.
- Shall not be under the influence of alcohol or other drugs.
- Shall observe all required safety precautions, Park rules, rules governing Volunteers to the National Park Service, instructions and trail guidelines by Friends of Sleeping Bear Dunes.
- Shall speak respectfully to visitors and Park trail users.

Volunteer Rights and Privileges

As a Volunteer, you have the following rights and privileges:

- The National Park Services protects/indemnifies registered Volunteers while providing services to the Park.
- Friends of Sleeping Bear Dunes will send updated information about events, programs, projects and will maintain a Frequently Asked Questions document so that you may do your job effectively.
- The Park will provide the Volunteer a free annual Park pass which will enable you to perform your Volunteer duties without paying the Park entrance fee.

Friends of Sleeping Bear Dunes Responsibilities

By participating as a Volunteer any of the programs of the Friends of Sleeping Bear Dunes, the Friends has the responsibility to:

- Provide effective training to the Volunteer.
- Provide necessary forms, literature, and policy statements.
- Provide periodic communications to the Volunteers, via mail, email, and/or website, to keep them apprised of changes in the program.

TRAIL VOLUNTEER TRAINING OVERVIEW

Volunteer Information Program (VIP) Application (NPS Form 301A)

This form may be obtained from the Park Volunteer Coordinator. It is required by the National Park Service for anyone providing volunteer services within the Park.

Preparing for your Patrol

Become Informed – There are many ways available to find out what's going on in the Park on the day of your patrol. Please try to be informed of these events and programs so that you might share them with visitors you encounter on your patrol. (More on this in the section on Interacting with Visitors.) This could include doings at the Visitor Center, Ranger-led hikes and programs, Lyle Gun firing, campground evening programs, Glen Haven Days, the Port Oneida Fair, Star Parties, etc.

Proper Dress Please dress neatly, remembering you are representing the National Park and Friends of Sleeping Bear Dunes. Wear the provided Volunteer identification vest, so that Park visitors will recognize you as a Volunteer. Ticks have become an issue in this region, therefore take appropriate precautions before and especially after your patrol to make sure you do not attract the ticks.

Here is a list of items to consider taking on your patrol. Four of these items are required.

Trail Map & SLBE Map (Required) - You are required to carry a map for your specific trail and a map of the SLBE park. You will use these maps for helping visitors to navigate throughout the park and on the specific trail you are monitoring. You will also use the trail map to record the location of maintenance issues that need to be addressed by Park personnel. You may get copies of the trail maps at the trailhead or at the Park Visitor Center desk. You can pick up additional trail maps to restock the map box at the trailhead. Tell the Ranger at the desk that you are an Adopt-A-Trail Volunteer. You may also print out the maps for all of the trails. This page https://www.nps.gov/slbe/planyourvisit/trails.htm contains an index to each map.
Tree Reporting/Emergency Contact Card (Required) - This will be provided by the Park.
Official Park Volunteer Vest (Required) - This is provided by the Park.
Pen or Pencil and Paper
Bottled Water
Personal First Aid Kit - This kit is for personal use. Volunteers are encouraged, but not required, to obtain First Aid/CPR training. If the visitor is injured or you think may require professional treatment, call 911. Do NOT provide any type of medication.
Nitrile Gloves and Plastic Bag
Insect Repellant
Cell Phone The area in and around the Park has fairly good reception, except in some of the trails at the southern end of the park. Also for taking pictures of any maintenance issues.
Small Pruning Shears
GPS
Compass
Tape Measure
Binoculars
Toilet Tissue

On the Trail

While on patrol there are several phases or activities that you will perform:

- Observing Safety
- Checking In & Out
- Trailhead Inspection
- Performing Minor Maintenance
- Documenting Maintenance and Safety Issues
- Litter
- Signage
- Interacting with Visitors

- Wilderness Designated Portions of the Park
- Handling Park Rules Violations
- Handling Emergencies

Observing Safety

Your personal safety and the safety of visitors is priority one. Watch the trail for obstacles. Keep hydrated. Mind the sun and exposed skin. Don't attempt rough terrain if you are not in proper physical condition for the environment. Be careful with matches, lighters, etc. For a more complete list, see the section in the Appendix called "Trail Safety Information."

Checking In & Out

Always let someone know where you are going, when you expect to return, and the number in your party. At the end of your patrol, remember to check back with anyone you notified of your patrol. Let them know you are safe and leaving the area. It is strongly suggested that you leave a message on the dashboard of your car with the following information:

- A statement that you are a Volunteer conducting a trail patrol
- Your name
- The number in your party
- The time and date you departed and the time you expect to return

Trailhead Inspection

- Parking Area – When you arrive at the parking area, take a quick circuit around the lot looking for litter.
- Fee Pipe (if applicable) – If there is a Fee Pipe at the trailhead, (not all have one) check to see that the pipe and lock are secure and undamaged. If you find a condition that needs addressing, at the conclusion of your patrol, try to contact someone at the Visitor Center and let them know of the situation. Otherwise provide it in your after-patrol report.
- Bulletin Board and Trail Map Box - Each trailhead has a glass enclosed bulletin board. Check the board for any needed repairs or vandalism. If necessary report any problems when you enter your after-patrol report. Check to see if there are maps in the map box.
- Restroom (if applicable) – If the trailhead has a restroom, check for reasonable cleanliness, toilet paper and hand sanitizer. Report needed maintenance on your after patrol report. If you are comfortable with doing clean up, please do so. Use nitrile gloves.

Performing Minor Maintenance

A Trail Crew Volunteer should remove limbs or branches and small downed trees that block the trail, and also pick up litter. The use of tools like a saw are prohibited unless the volunteer has completed the 3 hour training course on hand tools and the 5 hour First Aid/CPR course provided by the park. Exception would be hand held pruning shears.

Documenting Maintenance and Safety Issues

If you encounter a maintenance issue or a downed or leaning tree that you cannot correct, you will need to note various items of information and report them in the Adopt-a-Trail online reporting form. If you aren't able to use the online form, please call the Park Maintenance contact, Jesse Thomas at 231-326-4783. Your instructions in the comments section will go directly to the Roads and Trails Maintenance Team. Please be specific in your instructions. Specific information helps the maintenance team assess what's needed to correct the issue.

In your report, be sure to include the following information:

- Location – SLBE prefers the following in order of preference. 1. GPS coordinates in degrees and decimal minutes. 2. A picture of the trail map with and "X" marking the location of

the issue. Use the link on the form. 3. Describe the location using distance from a landmark, trail sign, trail junction, or other similar identifier.

- Description of problem – Describe the issue concisely but completely. If you have a camera, take pictures. Pictures are helpful to the Park maintenance team when planning on how to respond to the issue, especially downed trees. There is a link at the top of the reporting form for pictures. If there is a tree blocking the trail, please estimate the diameter at the largest point, and the length of the tree for your report. Indicate if the tree is completely down or is a leaner. If a leaner, indicate how likely you think it is that the tree might unexpectedly fall. Also, indicate if any part of the trail surface has less than 7 feet of clearance. This information gets added in the comments section of the reporting form.
- OAK WILT WARNING - If you are reporting a maintenance issue involving an Oak tree, please include a note that this is (or you believe it is) an Oak tree.
- Contact information - When you are submitting a report with an issue, include your phone number in the comments section and email address in case the Park needs to contact you for more information.

Litter

Please pick up all litter you are comfortable with. Wear nitrile gloves as the material might contain body fluids or waste. At the end of your patrol, place the material in any Park waste container.

Signage

Some trails have directional signs along the route. Most are marked on the official Park trail map. If you find a sign that has been damaged or defaced, please note that in your after-patrol report. If the map shows a sign and you cannot locate it, or there are indications that the sign has been stolen, please report that as well in your after-patrol report.

Interacting with Visitors

One of the main objectives in the Mission of the Friends of Sleeping Bear Dunes is to, "enhance the visitors' experience,". To accomplish this:

- Look for opportunities to engage visitors in friendly, informative conversation. Because you are properly attired with your Volunteer vest, your intent to help the visitor should be positively received.
- If visitors have questions or comments that you do not feel comfortable addressing, refer them to the comment cards that can be found at Ranger stations, campgrounds, fee booths or the Visitor Center in Empire.
- Try to learn about the Park's history and general layout. Also, be aware of current events and programs being conducted.
- Be prepared to answer some general questions. A list of FAQ is found at the beginning of the Appendix. If you do not know the answers, please attempt to find out. One good place to start is the Park website (http://nps.gov/slbe/.
- Park Volunteers are not allowed to give the names of specific businesses, since it might be construed as a recommendation. Do not mention names of specific businesses. You can indicate that there is/are (type of business) in Empire, Glen Arbor, etc.

Wilderness Designated Portions of the Park

In 1964, with the Wilderness Act, the American people set aside wilderness areas to let nature prevail. The Wilderness Act also established the national Wilderness Preservation System to "secure for the American people of present and future generations the benefits of an enduring resource of wilderness". The National Park Service along with the Bureau of Land Management, Fish and Wildlife Service, and Forest Service strive to ensure that wilderness remains wild for

future generations. In 2014, 32,000 of the 71,000 total acres in the park were designated as "Wilderness" under the U.S. Wilderness Act. As a trail Volunteer you may get questions on the special rules and regulations associated with "Wilderness" areas. The Wilderness Act established the highest level of concentration protection of federal lands. Wilderness areas generally do not allow motorized vehicles or equipment, mechanical transport, roads, permanent structures or installations. Visitors can engage in non-motorized recreational activities such as hiking, fishing, camping and hunting. Trails that are partially or entirely in "Wilderness" are: Old Indian, Platte Plains, Dunes trail, Sleeping Bear Point, Pyramid Point and Good Harbor.
For more information visit: https://www.nps.gov/slbe/learn/news/sleeping-bear-dunes-wilderness.htm

Handling Park Rules Violations

If you see a visitor not observing a Park rule, tactfully inform them of the rule violation, and ask that they please follow the rules. If the visitor becomes agitated or argumentative, simply say that part of your job is to educate visitors of the rules, and you are not there as an enforcement officer. Be polite and courteous and avoid arguments and debates, disengage politely. See the Appendix topic "Park Regulations and Safety" for more information.

Emergencies

For all emergencies, call 911 on your cell phone if you have one. Otherwise, send someone else, while you stay at the emergency. If you are the only person there, you will have to seek help yourself. If this is a medical emergency, be prepared to communicate the following to emergency responders as much of the following as you can:

- Sex and age of the victim.
- Any known medical conditions that the victim can tell you.
- Is the victim conscious? If so, are they coherent and aware of their surroundings?
- Are there any obvious signs of injury – bleeding, broken bone, burn, etc.?
- Is the victim breathing?
- Is the victim bleeding uncontrollably?
- Is the victim's heart beating? Fast, normal, or slowly?
- Does the victim's speech seem normal?

After Patrol Reporting

The Volunteer provides a report consisting of first/last name, date, total hours (including travel time), trail name, maps in map box (Y/N), and any maintenance or safety issues that require work by Park Maintenance Staff, such as hazardous trees, drainage problems, erosion, vandalism, and litter. As soon as possible at the end of your patrol, please submit your report via our online reporting system. Please review "Documenting Maintenance and Safety Issues" on page 8, and the instructions on "How to fill out the Trail Report" on page 13. When Adopt-A-Trail Volunteers hike on trails other than their assigned trails, they should also fill out a report for that trail as well. While on patrol, if you see a safety issue, be sure to report it on the Safety Report form. Explain why you feel this is a safety concern. After you submit your time report, at the bottom of the page you will see an option to report the issue to the Friends Safety Committee. Click the link to get to the form. Your report will be reviewed to spot trends in safety needs, and to follow up with the Park, when necessary.

Appendix

Frequently Asked Visitor Questions

- Why and where do I need to have a Park Pass?
- How much is a Park Pass?
- Where can I obtain a Park Pass?
- Where can I get brochures and literature?
- Where's a good place to eat?
- When does the Park (and Visitor Center) close?
- Where are dogs permitted on Beaches? Trails?
- What are the requirements for pet leashes?
- Where's the best place to watch the sunset?
- Can I visit the Islands? How?
- What accommodations and supplies are available on the Islands?
- How can I contribute to the Friends and Park
- How do I join the Friends? What are the dues?
- Are fires allowed on the beach?
- What wildflowers may I pick?
- How many fruits and nuts may I pick?

Superintendent's Compendium

Sleeping Bear Dunes Supervisor's Compendium is the summary of park specific rules. It serves as public notice, identifies areas closed for public use, provides a list of activities requiring either a Special Use Permit or reservation, and elaborates on public use and resource protection regulations pertaining specifically to the administration of the park.
https://www.nps.gov/slbe/learn/management/superintendent-compendium.htm

Many of the questions in the previous section are found in the Compendium. It is highly suggested that you look over the Compendium so that you are aware of all rules that apply specifically to our Park, and are able to answer visitors' questions.

Trail Regulations and Safety

Use the following two sections as a reference when speaking with visitors about Park rules that apply to trails, and advising them on trail safety.

Regulations for Mainland Trails

Reference: http://www.nps.gov/slbe/planyourvisit/trailregs.htm

- Please stay on designated trails. This will help prevent erosion and damage to vegetation. Off-trail hikers can quickly produce paths that take years to recover.
- Avoid disturbing plants and animals: threatened and endangered species occur in the park.
- A Park Pass is required for all trail use within the national lakeshore.
- Vehicles, including bicycles, are permitted only on roads. Bicycles are permitted the Sleeping Bear Heritage Trail, but not off the paved surface.
- Snowmobiling is prohibited except on rights-of-way along state and county roads.
- Collecting plants and other natural, historical, and archeological items is not permitted. Exception: Certain edible fruits and mushrooms may be collected in limited quantities for personal use. See Superintendent's Compendium for complete list.
- Pets on trails must be kept on a 6-foot leash. Pets are prohibited on ski trails December 1 - March 31 and at the Dune Climb throughout the year.

- Glass is banned on all park beaches.
- Fires are permitted only in campground and picnic area fireplaces and fire rings and on areas of bare beach sand between the water and the first dune.

Trail Safety Information

- Choose a trail appropriate to your ability.
- Travel with a companion and notify someone of your route and expected return time.
- Deer rifle season is November 15-30. Other hunting seasons occur throughout the year. Bright-colored clothing is recommended during these times.
- Stay off steep bluffs to avoid falls and dislodging rocks that can injure people below.
- Snow avalanche or sand slide danger is present year-round on steep dunes and bluffs.
- Be careful of your footing. Trails include uneven ground, exposed roots, etc. Wear sturdy hiking shoes.
- Carry drinking water.
- Poison ivy is common. Learn to recognize it. Remember: Leaflets three, let it be.
- Be prepared for mosquitoes.
- Skiers: be aware of changing snow conditions. Alternate freeze/thaw can turn gentle slopes into icy, advanced hills.
- Darkness comes early in winter. Allow plenty of time to return to your vehicle before dark.
- Dress for the weather. In winter carry extra clothing and emergency supplies.

Forms and Supplemental Information – See Trail Manager for Copies

- Volunteer Services Agreement for Natural Resources Agencies – Form 301A – (PDF copy available here: www.friendsofsleepingbear.org/wp-content/uploads/2011/09/VIP-agreement-form-2013.pdf
- Friends of Sleeping Bear Dunes Volunteer Application (Download available here: http://friendsofsleepingbear.org/wp-content/uploads/2011/09/FOSBD-Volunteer-Application1.pdf)
- Hiking Trails Brochure (Printed copy or PDF download available here: http://friendsofsleepingbear.org/wp-content/uploads/2011/09/Trails-120311.pdf)
- Handbook for Volunteers in Parks - Sleeping Bear Dunes
- Pet Information and Rules http://www.nps.gov/slbe/planyourvisit/pets.htm (visit this page and print your own copy)

Contacts

FOR ALL EMERGENCIES DIAL 911

National Park Service
Matt Mohrman
Volunteer Coordinator
9922 Front St.
Empire, MI 49630
231-326-4729 (Tu-Sat)
matthew_mohrman@nps.gov
(Matt's office is located at the Warner House in Glen Haven)

Friends of Sleeping Bear Dunes
Tracy Barrilleaux
Adopt-A-Trail Manager
760-505-6743
tebarrilleaux@gmail.com

National Park Service
Dan Owstrowski
Supervisor of Maintenance
9922 Front St.
Empire, MI 49630
231-326-4770

SLBE and Law Enforcement Tele Numbers

Main Number – Headquarters	**231-326-4700**
Park Visitor Center	231-326-4700 Xt. 5011
Park Dispatch (8:00-4:30 M-F)	231-326-4742
DH Day Campground	231-326-4700 Xt. 5037
Platte River Campground	231-326-4700 Xt. 5029
Leelanau Co. Sheriff (non-emerg)	231-256-8800
Benzie Co. Sheriff (non-emerg)	231-882-4484
Poisoning Emergency	800-222-1222
Roads and Trail Supervisor	231-326-4781

How to Fill Out the Online Reporting Form

Some of the fields are required. If you miss a required field, you will be prompted.
Each report you file can be for only one day on one trail or trail segment.
You must report each day volunteered on each trail separately. No monthly totals on one report. The Park's reporting system requires us to track hours separately for each trail or trail segment.
1. First and Last Names (Required). Please observe the standard rules of capitalization for consistency.
2. Date (Required). mm/dd/yyyy
3. Trail or Segment being Reported (Required). This is a drop-down list of all of the reporting units of all the trails. Some of the longer trails are broken down into smaller, more manageable units.
You may report for only one trail or trail segment with each report.
4. Are there maps in the map box (Y/N).
5. Volunteer Hours (Required). This includes your travel time.
6. Actionable Comments for Park Maintenance (Not Required).
Refer to the sections on Documenting Maintenance and Safety Issues on page 8, and After Patrol Reporting on page 10.
7. Email Address (Required). After you hit the "Submit" button, a copy of the report you submitted will be sent to you. If you are submitting a report with actionable comments for the Maintenance Crew, it is important that you add your email address so that a member of the crew can contact you if they need further information. They would also like you to include your phone number in the comments section.
8. Click the Submit button.

After submitting your report, you can then go back down to the bottom of the page to fill out a Safety Report if needed. The process for filling out the Safety Report is very similar to the Rustic Trail report.

From: **MIKE SKURSKI** parksmike49686@gmail.com
Subject: Re: PB Bowers Harbor Park
Date: January 20, 2022 at 12:52 PM
To: Michele Zebell mzebell.parks@gmail.com, Bill Catinella bcatinella@charter.net, Dawn Hemming hemmingintc@gmail.com
Cc: clerk@peninsulatownship.com Becky Chown clerk@peninsulatownship.com, Beth Karczewski bethkarczewski@gmail.com

Michele, Bill, Dawn,

It great that Bill will be attending the Park meeting.
I would expect that we will be asking some of the same questions that the trustees will.

1. Something on the expected layout. A north -south alignment I assume. I know Jennifer Hodges is workin on the detail engineering.
2. How the cost will be met: % grants, volunteer work & private contributions. Flexibility for this.
3. Expected upkeep needs - so we can get into our budget forecasts.
4. Would welcome a understanding of your players. profile etc - so that we can thank all involved.
5. Start up date expectations. We will plan to resurface the old courts at the same time.

We would welcome your feedback on IF we should double line (PB & tennis) on the old courts.

I would assume that Dawn has most of this for Tuesday's meeting so she can hand it to Bill for Park.

Let me know if this is along the lines you have thought out.

Thanks - I know how much this means to the PB players and the amount of effort expended in preparing and will be needed moving forward.

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

> On Jan 20, 2022, at 12:13 PM, Michele Zebell <mzebell.parks@gmail.com> wrote:
>
> Hi Mike. Hope you are doing well.
>
> Re: pickleball courts
>
> Bill Catinella contacted me asking what, if anything, he should prepare or be prepared to answer for the parks meeting. Since Dawn won't be there, Bill wants to be certain to gather any information you might anticipate needing. Bill is assisting Dawn, but is not involved in the specifics of funding, grants.... At this point, he is attending just in case there are questions related to the courts themselves. If you foresee questions beyond the court details, he would appreciate time to gather the information.
>
> Thank you for your guidance.
>
> On Thu, Jan 13, 2022, 9:37 AM MIKE SKURSKI <parksmike49686@gmail.com> wrote:
>> Dawn,
>>
>> It's great news that you and your group has lined up financial support for new paddleball courts at Bowers Harbor.
>> I understand that Rob has arranged the engineering at Gordie Fraser for the expansion and that you will present your plan at the next Township Trustees meeting for support. I believe you have their support .
>>
>> With that I would invite you or someone from the group to attend the Park meeting the following night and to fill us in on your plans.
>> We may be able to learn from your experience as we go forward on our Park plans.
>>
>> Thank you for your dedication to PB and great effort to secure an improved structure for expanding play.
>>
>> MIKE SKURSKI
>>
>> Chair
>> Peninsula Park Committee
>> parksmike49686@gmail.com