

PENINSULA TOWNSHIP

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Peninsula Township Parks Committee

Special Meeting

Township Hall

March 21, 2019

10:00 a.m.

Meeting Minutes

Corrections Made 04-25-19 by Clerk Becky Chown

1. **Call to Order:** by Skurski at 10:00 a.m.
2. **Pledge**
3. **Roll Call:** Akinson, Dahl, Dreier, Murphy, Skurski, Snow, Swift
Also present: Hodges, Mielnik and Manigold
4. **Approve Agenda**

Skurski: we have an agenda, but not a consent agenda; add a brief item in the agenda?

Snow: in the past members were assigned a park, it would be good if we were all assigned a park

Swift: put on the agenda to talk about the resolution that created this committee together as well as processes and operating structure; talk about the change that we are not an elected, but an appointed committee; would like full discussion before any items.

Skurski: put that at 8B, after introductions. Normally we have 6 permits on the April agenda, not on today's agenda; put park assignments to April agenda. Today we have to look at the proposal for Haserot Beach, the paperwork is due April 1.

Swift: it will become clear once we get to my item. Is there a motion to add policy and scope of the committees and assignments to 8B?

Moved by Snow to move policy and scope to 8B, seconded by Murphy.

Pass unan

A. Introduction of the Park Committee members-Skurski

Skurski: introduces the board members

Atkinson: resident for 4 years, coming up to the peninsula since ~~1982~~ 1987. Retired school administrator, outdoor oriented. Worked with youth at Pine Rest, and an alternative high school. Since childhood, very involved in conservation and helping to protect land.

Dahl: has been a resident since 2006, built his home here in 2002. Worked in his family construction business in Troy, employee at Comerica bank in facilities construction, project manager, ATM manager. Wife is a nurse for Munson. Has participated in mission build projects through his church.

Dreier: is a 35 year resident. Has taught school, as well as a school administrator, chair of the science department. He is a volunteer for the North Country Trail and the TBA Credit Union board.

Murphy: resident since 1984 and has lived on the peninsula since 1982. Involved in communications work and in the early 90's in township projects; especially Pelizzari Natural Area.

Skurski: Old Mission resident since 2012, has been on the Parks Committee since 2015. Has family that enjoys visiting and he enjoys showing them the work that is done behind the scenes. His career was in chemical industry where he had many roles. He worked in Switzerland and learned the management style between the business community and the public; has an understanding of finance. Has experience in emergency response worldwide.

Snow: resident since 1997. Previously a United States probation officer in Chicago, a psychiatric social worker, EMT. Involved in the ZBA and elected to the Parks Committee in 2016. Believes this advisory group is helpful to the township.

Swift: full time resident since 2000, had been vacationing here since 1990. Career was at Ford Motor Company in finance and all areas. Focus is Bower's Harbor and Pelizzari Natural Area.

Skurski: is there public comment?

5. Brief Citizens Comments for Items not on the agenda

Nancy Heller, 3091 Blue Water Road: asks the committee members to speak up for the audience and the video to hear the committee members; asks whoever is voted in to be chair should repeat who make the motion and the second. Disappointed not to see Bob Wilkinson on the agenda.

Snow: Bob is a crucial part, but this is a special meeting and there is a packed agenda.

Nancy Heller: he is an important source of information.

Rob Manigold, Supervisor: welcome to all, this is a new beginning and changes will be made in the new parks committee. The Town Board is working on a 5-10-20 year master plan, a lot of park land to be managed. Board and financial support will be available.

6. Conflict of Interest: None

7. Consent Agenda: None

8. Business

B. Policy

Snow Swift: I would like to do a presentation. I have interviewed all of the Town Board members. I talked to them about the resolution to form this committee. We have a clean sheet of paper, delegated by the Town Board. We need to put into a document as to what they should delegate (authority) to us. I would like to suggest we do not elect members today. We should operate as determined in November to let the new members simulate. Look at the big picture and ask for the right resources; operate as an appointed committee. Do not elect officers and go with the current structure for 60-90 days. There are errors in the document "The Resolution Creating a Parks Committee." Talk about the meeting calendar; what days would work for us to meet, bring it up for discussion. Schedule will be discussed at the March 26th Town Board meeting. The Town Board was previously not aware of the focus of the former Parks Committee [park commission]. They are responsible and we need to educate them on what we are doing. Ask for authority delegated to us. The Lighthouse is taking a lot of time. The Town Board is looking at the township master plan and the park chapter belongs in this committee. We are an advisory committee. Members were interested in a regular report to the Town Board meeting with a communication. We need to figure out on how to communicate. What are the day to day

operations of the parks? Educate on the total picture of the parks. Ask to consider the comments and an extension of the current structure.

Snow: I agree with much of what you said. The park board was eliminated by vote in November. This is our time to come together. We need a mandate, but don't want to see a bureaucratic creep. Rob Manigold is the authority. We were part time in the previous board and needed a special meeting to decide things. We should not go back. Our responsibility is advisory. We do not have a mandate. Running the parks is the township's responsibility.

Swift: I do not see Rob as the day to day supervisor of the parks. Who is doing the day to day?

Snow: Rob is the supervisor, that authority should remain with Rob, he is the day to day

Swift: The 7 member board owns the parks is the day to day.

Snow: He is the CEO

Swift: The town board is a 7 member board who has not delegated to this committee. Ask for an extension so we can figure it out.

Snow: I view our role as advisory.

Skurski: I see a transition; there were issues with time lag. This new committee will not be approving things outside the budget. We have put the budget together. So we could represent our past spending. The change is in the maintenance and projects; we need to transfer the information to the trustees. There is good estimates behind it. Are we finished with that transition? We are a committee now. The clearest part of our assignment is the long term plan. If we ask for 60 days to run as the old script, and produce a vision; we can have a clear understanding of what our meetings will look like. We will have a lot of sub-committees working. That can be done under our own umbrella. I agree we need a document as to what we do and don't do to present to the full trustee board to say what we will do. Until then, April 1st. do not need to delay management structure of officers, we can delay that vote for 90 days. 90 days takes us into the middle of the tourist season. Tasks and permits and items will come up. I like the idea of a Scope and Task document, make it quickly.

Swift: In addition to meeting dates, I would like to bring up that a resume for a committee member was misplaced, this committee can be one or two members larger. Committee can be larger or change committee structure. As far as electing officers today, make the suggestion that not more than one of previous members should be elected today in an officer position. Give the 4 new people time to realize what the job requirements are, give them the opportunity.

Akinson: To elect officers is pre-mature today, I can only guess what the member's skills are. I would suggest to move elections to the next meeting. This is a transitional process. I have the same opinions that the new folks to participate in officer positions. The chair is the key piece, I recommend that Mike Skurski remain in the chair. 90 days is a long time to figure out what are ground rules are but we need to figure out the chair. We need communication. Our member should attend the Town Board and a Board member should attend these committee meetings as well.

Swift: We could go to 9 with an at large town board member and the person that was missed. I support having a town board member at large available to us on this committee.

Skurski: In the past there was an at large member available, a non-voting member. A member would expedite communication. I do not agree with expanding the members. Committees with members of the committee can work to add more resources.

Swift: I disagree, you may change your mind if there is a park champion. We need more than 2-3 subcommittees, so all of this discussion needs to happen and which is why I am asking for at least 60 days.

Skurski: Break for tape changeover, back in session.

Dahl: if we are the big picture, who is the little picture. We need a mandate that is what is expected to us. So we don't go into micromanagement role. Who is responsible? Example he found campers, who do you call? We do not have a park ranger.

Snow: there has been a major shift with park authority, with the elimination of the Park Commission to the Town Board. The day to day management of things is now to Rob Manigold. Rob should be called. It is too hard with a board that meets once a month to manage day to day

Swift: we are not a board.

Dahl: that is more reason we should each take a park.

Snow: by eliminating the park commission we have eliminated bureaucracy, the things that you and Mary are discussing are building bureaucracy.

Dahl: are they going to pick up all of the small responsibilities and hire people to take up all of these things.

Skurski: Bob can you come up and give an overview.

Dahl: does he police?

Skurski: let Bob explain day to day operations.

Wilkinson: suggests members get a copy of his contract, the contract says what I do; items above and beyond the contract and general maintenance. I do all of that stuff or I am involved. You may champion a park but be familiar of all the parks so you have a good understanding of all of the parks.

Dahl: are you salaried, hourly?

Wilkinson: contract employee, with duties above and beyond the actual contract

Swift: good idea to get a copy of your contract

Wilkinson: the contract is all of the day to day regular stuff, above and beyond would be damage to a park and it will get taken care of

Dahl: report to Rob?

Wilkinson: previously park board for the last month I talk to Rob Audience and board discussion about snow removal, mowing.

Dahl: who does this go to?

Snow: do not want to get into the day to day supervision of employees.

Dahl: do they want more than the big picture from us?

Murphy: outside of parks, years ago there was a radical road widening. I went to the town board and planning commission, I went to Rob, he is CEO of our township, he is not grabbing territory, but helpful. Rob and the planning commission helped with Pelizzari. If you see bad behavior, I will call the deputy if it is of immediate concern. I think there is a chain of command.

Wilkinson: if you do notice something for example a tree down, call me.

Dahl: is the spring extra busy with tree work?

Wilkinson: spring is very busy.

Dahl: do you have volunteers?

Wilkinson: I do

Snow: I have volunteered

Murphy: We have has 1000s of hours of work done at Pelizarri, we should be expanding this.
Rob Manigold, Supervisor: time check, suggest to put existing board in temporarily, clarifies about the calls he receives about activity going on in the parks. This is proceeding very well. We need to move on to the agenda. I will urge you to get leadership in, the existing board, at least temporality. ~~I will urge you to get leadership in, the existing board, at least temporarily.~~
Reiterates response to calls about the parks.

Swift: continue for the next 60 days, that would maintain the same command in control that has been in effect.

Manigold: you are the appointed board for the people. Get ahold of Bob's contract and the leases. Wait and take your time, you will get a better product.

Wilkinson: I will have Susan get the PDR which is my contract and e-mail them.

Dahl: do you live on the peninsula?

Wilkinson: no

Skurski: Brad has the filled in numbers, the complete copy.

Wilkinson: I will get all of that to you.

Murphy: from a chain of command standpoint, do you want us to get in contact with you, should we go through Rob?

Wilkinson: if there is a tree down, call me

Dahl: asks about Bob's other jobs

C. Election of Parks Committee officers, Chair, Vice Chair, Secretary,-Skurski

Skurski: roundtable discussion

Drier: Let's take action to permit committee to pick 60-90 days to preserving existing elected leadership, and at that time we can convene we can elect. In the resolution it says chairman, now chair and vice chair are used. I ask you to consider that.

Skurski: I would ask for motion to extend existing board structure, we do not have a vice chair, we could appoint vice chair in case I am not here

Swift: for 60 days, I will do vice chair; we still need time for the 4 to get up to speed. I will step up for 60 days.

Moved by Atkinson to extend current system of leadership of chair, vice chair and secretary until July 1, and the current leadership committee structure until July 1, 2019 with Skurski as chair, Snow as secretary and Swift as Vice-Chair (on a temporary basis up to July 1), seconded by Murphy

Pass Unan

D. Haserot Park Boat Ramp Improvement Grant-Hodges/Mielnik

Skurski: we can move on to the next item on agenda Haserot Park Boat Ramp Improvement Grant

Randy Mielnik: a month ago we had an opportunity to speak to the DNR about a Waterways grant, we spoke to Paul Peterson, DNR to improve Haserot Beach boat ramp. A drawing is being distributed to you. There is a short window but it is a one page application. Jennifer Hodges from Gourdie Fraser has done the one page application.

Jennifer Hodges, Gourdie Fraser: I have worked with the township for a little over a year. I have been an engineer for over 30 years. Gourdie Fraiser's files date back to the 90's on Haserot. It was asked in 2014-2016 it was requested to re-evaluate the launch and provide proposed upgraded improvements. Here we are again in 2019, in that position again and with congestion,

the use and the condition of the launch and parking, on the forefront for improvements. Randy reached out to Waterways and it is a great opportunity. Application requires a schedule, cost estimate and drawings. Updated the parking improvements in the last month: the garage across the street will be demolished, the overflow parking is included in the cost estimates. Looking for input from the board. Intend to submit the application. The intent is a 50/50 grant match and the application is due April 1, 2019 with a time frame for approval of 24 months. This is reimbursement based.

Mielnik: the recurring theme of not knowing if you will be funded or not, is difficult; put a concept together; put together a general scope of the work, there is no design plan to take costs from. We need more time. We are asking for right now is conceptual approval of this project to move forward with more discussion to follow on design once we have funding.

Hodges: the goal is to invest the minimum: the grant will provide for upfront design with inspection and construction services, the concept drawings are subject to change.

Atkinson: the ramp area, boat launch will be single dock, single ~~path~~ pad

Hodges: yes, in this drawing, the launch was the one we worked on in 2016 the DNR has been approved by the DNR; the parking situation is being added to allow for overflow parking

Snow: it is a matching grant, what is the amount of the grant?

Hodges: total cost is about \$280,000 total cost

Snow: \$300,000 round numbers \$150,000, and match \$150,000 by the township? Who are you asking, is this part of trust fund matches\$?

Hodges: The DNR Waterways grant.

Swift: you are applying for \$150,000 in grant money, but we don't have a final design, we will have a process to get there, we will have public hearings, correct?

Hodges: will have public hearings

Mielnik: Plan and to invest all kinds of money is a challenge

Skurski: how much for the launch and parking, 60-40?

Hodges: that would be a good number, \$200,000 for launch and \$100,000 for the parking. Not a lump sum, appropriated, what is fundable from the DNR.

Swift: how flexible is Waterways when the proportions change?

Hodges: once it is appropriated, they are flexible, but you can't go back and ask for more money, they are not flexible.

Skurski: the design is limited by the grant?

Dahl: I assume it is all gravel

Hodges: 6" gravel, Haserot has sand

Swift: what is the estimate for the demolition of the building across the street?

Hodges: that is a separate item on Tuesday Township Board meeting

Manigold: we are putting out for and estimate to survey the corners

Swift: that is not part of the grant

Drier: do the neighbors have advance notice?

Manigold: this is 4-6 years in the making, this was designed to go into Kelly Park, decided to remain at Haserot. There were many hearings in the last 2 years. The single launch at Haserot and improve parking. Community has and will be involved. Taking the building down as we were working on the fire station came up and the other concern was of congestion. Estimate \$6,700.00 to remove the building so the planning process has begun to remove the building.

Swift: are you looking for a motion to apply for a Waterways grant for improvements of dock and parking at Haserot Beach

Hodges: we don't require one, educational purposes

Mielnik: this is not a formal resolution, only informative

Snow: no vote, just education

Hodges: more for information, this could take up to 2 years and you are working on your master plan. Wanted you to see what we are doing: optimistic we will receive funds and will want

Snow: thank you

Manigold: the town board, we are ~~giving~~ getting Randy and Jennifer to proceed with this

Hodges: Also working on Bowers Harbor, project in the works for the past 3-4 years, input there, through Beckett and Raeder to submit a concept. Submit to DNR for trust fund grants that didn't go through. Found out that historically at 67% approval, last year was 30%, more asking for funds. Surprising to hear. Explains why we weren't successful. The Passport/Trust Fund is popular: attended a meeting where the DNR explained the point system. There is a minimum match of 30%, goal match of 50%, ultimately the goal; we will keep applying.

Swift: what is the deadline to apply again, April 1?

Mielnik: We will apply for a second grant, the Passport Grant.

Hodges: the DNR representative recommended this to optimize pints.

Mielnick: explains both grants

Hodges: we have a good administrator and have been given recommendations, we have done our best to optimize

Manigold: the DNR recommends Passport and Waterways

Mielnik: another point is that we can't control the points, there are things we can't change

Swift: the committee can help strengthen the application

Mielnik: there is a long lag time

Hodges: to add to that there was a \$25,000 Traverse City Track Club grant to the township (agreed to match) to help move forward to put out a bid on the ADA trail to connect to existing trail and to expand the mile loop and it is moving forward

Swift: anything else the town board is doing?

Manigold: Jennifer is looking for grants, i.e. tree grants, last year

Mielnik: opportunities, coastal planning

Skurski: invasive species grants last year

Swift: process question, we have committee control structure, ideas are: we need to schedule another meeting next week to get organized or jump in and talk about the calendar

D. Review of proposed park budget-Skurski

Skurski: Addressing the budget proposal .The budget for the Parks Department; Don and I sat down with treasury and the clerk put together a budget through the end of February. What the budget and spending was. Note from Brad Bickle, trustees will be open, if there is a need to make adjustments. They are voting next Tuesday. The things I ask you to familiarize is capitol and maintenance. The next meeting will be concentrating on capitol and maintenance.

Swift: pick up these educational topics for newly appointed people, discussion of financials, and review of 5 year plan. Move and talk in the next meeting

E. Review of parks 5-year plan-Skurski

Skurski: there was a master plan developed and approved with public meetings in February of 2018; need more time to look at it. The scope is not just 5. We did not have time to do financial plan, very important for the township, we need to look at matching up for money, we can get to that at future meetings.

Manigold: Brad and I are on the same page on budget; it is a matter of going through a board meeting to change

Skurski: in the past we had big capital budgets

Swift: move to a future meeting

G. Lighthouse Manager's Report-Schultz

Skurski: I would like to introduce Ginger, the Old Mission Lighthouse manager. The 150th anniversary is a pressing concern as to what we need to do to present our best face to the public.

Ginger Schultz, lighthouse manager: I have been a peninsula township resident for 6 years. I have been in Traverse City 20 years, moving here from Chicago. I have been manager for 3 years, part-time paid for 28 hours a week. I manage the lighthouse, museum, the shop and the keeper's program. Looking for the involvement when I moved here and met the secretary for the Friends of the Lighthouse and invited me to be involved. Got a fundraising opportunity with the Bowers Harbor and this led to the manager's position. The first year I had a lot to learn, but the second year sales saw a 62% increase over 2015. My husband is a contractor, it has been helpful to get his opinion and I feel I am too involved in the construction and grounds maintenance of the lighthouse.

Murphy: how much time will the tour take?

Schultz: 15 minutes

9. Citizen Comments

Skurski: open the floor for citizen comments

Nancy Heller, 3091 Blue Water Road: You are paid volunteers, \$80 per diem. Stress reading the packet and participating fully in the process

10. Board Comments

Skurski: are there any comments from the board?

Swift: I look forward to working with you

Skurski: do we need to wait for trustee to extend to July

Manigold: You are the board and select leadership. Put in a memorandum to adjust wording in the resolution

Skurski: our next meeting, the schedule is next Tuesday, usually the second Wednesday of every month. In this interim time we can have educational sessions. We will always post public meeting times and packets.

Swift: is everyone good with 7 p.m.? Suggesting second Wednesday of every month.

Suggestions for meeting times

Board roundtable discussion of meeting times and availability.

Skurski: cancel the April 10, 2019 meeting. Put meeting on April 24, 2019. I will let the township **know** we will continue with second **Tuesday Wednesday** and our next meeting is May 8, 2019.

Continued discussion of meeting dates and details.

Snow: as secretary, I need agenda items the week before.

Swift: asks for Ginger's job description and documentation of The Friends of the Lighthouse

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Beth Chan, Recording Secretary

Snow: they are a 501 C non-profit

Dahl: I was approached by a friend of mine to ask for the replacement of bumper poles at veteran's **flagpole** at the turn around; he has talked with Rob and I will keep in touch with Rob

Skurski: for this first meeting, send most pressing topics so we can look at the first 2 or 3

Murphy: ask that Rob or some town board rep. be at our next meeting

Skurski: supportive of board liaison

11. Adjourn: moved by Swift, seconded by Dahl

Adjournment time: 12:28 p.m.

**Peninsula Township Parks Committee
Special Meeting
Township Hall**

March 21, 2019-Immediately after the 10:00a.m. Special Meeting

Site visit at Mission Point Lighthouse, 20500 Center Road. A quorum of the Parks Committee may be present.