

PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

Phone: 231.223.7322 Fax: 231.223.7117

www.peninsulatownship.com

PENINSULA TOWNSHIP PARKS COMMITTEE

March 22, 2023

Regular Committee Meeting

AGENDA

7:00 p.m.

1. **Call to Order**
2. **Pledge**
3. **Roll Call**
4. **Approve Agenda**
5. **Brief Citizens Comments (for agenda items only)**
6. **Conflict of Interest**
7. **Consent Agenda:** any member of the committee, 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 14, 2022 and February 23, 2023
 - B. Peninsula Township Parks Bench Policy
 - C. Correspondence from Ronessa Butler "Peninsula Twp Parks in MyNorth Red Hot Best 2023 Top 10"- March 2, 2023
 - D. Correspondence from Timothy Droege "Haserot Boat Launch"- March 6, 2023
 - E. Correspondence from John Nedlo "Parks and Trails" – February 27, 2023
8. **Business**
 - A. Non-motorized Trails-Shipman and Wilson
 - B. BHP Pavilion Rental-Zebell
 - C. PNA Update-Murphy
 - D. Maintenance Communication/Capacity-Skurski
 - E. Agenda and Packet Schedule-Chown
9. **Citizen Comments**
10. **Committee Comments**
11. **Adjournment**

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

Consent Agenda

PENINSULA TOWNSHIP PARKS COMMITTEE
December 14, 2022
Regular Board Meeting
7:00 p.m.
MINUTES

1. **Call to Order** by Zebell at 7:00 p.m.
2. **Pledge**
3. **Roll Call** Butler, Dahl, Zebell, Milliken, Murphy. Excused absence-Chown, Skurski. Attending Cram-Peninsula Township Planner.
4. **Approve Agenda** Milliken moved to approve the agenda with a second by Murphy. passed unan
5. **Brief Citizens Comments (for agenda items only)** 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 November 16, 2022
 - B. Memo from Barry Hicks, LIAA "Peninsula Township Parks Plan: Mission, Goals, and Objectives, Action Plan" – November 16, 2022
 - C. Correspondence from Bill Stott "Annual Poison Ivy Spraying Report" – November 17, 2022
 - D. Correspondence from Becky Chown "DRAFT version of new park regulation ordinance" – November 17, 2022
 - E. Correspondence from Dave Murphy "Two Items with PNA" – November 28, 2022
 - F. Correspondence from Bill Stott "Lighthouse Area Litter Collection Summary 2022" – December 7, 2022
 - G. BHP Expanse Pledge Card
 - H. Grand Application Cover Letter to Grand Traverse Band Tribal Council**Moved by Murphy and seconded by Butler to approve the consent agenda. approved by consensus**
8. **Business**
 - A. Parks Ordinance Update – **Jenn Cram:** Thank you for giving me the opportunity to look over the park plan document. There is some subjective language needing to be changed for the purpose to clearly allow enforcement of the parks ordinances. We are working with our attorney and LIAA to make the language more objective rather than subjective.
Murphy: what about the kiosk at Pelazzari and the permanent benches within the parks?
Cram: I can see if the definition of structure from the zoning ordinance covers these items in the parks.
Murphy: as there is only one trash receptacle in Pelazzari and dog waste has been an ongoing problem, could we include adding placing dog waste in the receptacle or taking the waste with you language in the ordinance? The other item is if park committee members are in a park performing trail maintenance, which might include trimming some branches, are we covered by liability insurance?
Cram: we need to check with the attorney as to your liability coverage since you are working on behalf of the township.

Murphy: another issue in Pelizzari is the placement of a hammock between two trees and sometimes it is evident people have spent the night and had fires. Others have just left ropes and steel hammock frames behind.

Zebell: my concern is new trails might be formed to get to areas where these hammocks can be placed and are disturbing the natural vegetation. How do we enforce any of this without the proper signage that clearly is missing in the parks?

Cram: this is an important point. There may be an ordinance, but that does not mean people know what it says. The parks definitely need better signage.

Murphy: the signage should be welcoming and not only a sign that says you can't do, you can't do that. There needs to be some language about what you can in the park as well.

Cram: I will report back the concerns raised tonight. Time is of the essence, so please send me any further comments via email by tomorrow.

Murphy: Consumers Energy is doing tree cutting along their utility easement corridor in the near future. The last time they did this they moved large equipment into the area by cutting through Pelizzari. Trees were damaged, cut down, and the path caused damage to the landscape. Our past attorney was supposed to get a settlement, but that never occurred. Perhaps we could get ahead of this by having a meeting with them before the work begins.

Cram: I will look into having a meeting with Consumers.

Zebell: we will wait for you to let us know if the park ordinance will be presented in January, 2023 or February, 2023.

B. Current Grant and Funding Efforts – Dave & Michele

Murphy: Becky (Chown) is working on the Sparks Grants.

Zebell: Isaiah Wunsch approached me to have as many people as possible write letters of support for the Bowers Harbor Expansion Grant. There is a story about the Bowers Harbor Expansion Grant in the Old Mission Gazette and a link to a pledge card. The money pledged will only be needed if the grant is obtained. The letters should be addressed to the Peninsula Township Board of Trustees.

C. Newsletter – Dave

Murphy: Ronessa (Butler) has been collecting ideas for the upcoming township newsletter, so if you can get them to me I will flesh them out and get to Becky (Chown) for the newsletter. We will probably want to mention the parks ordinance update and pick some key highlights. Becky wants it by January 4, 2023. If I could get your input around Christmas, that gives me a week to put it together. I will send each of you a rough draft.

D. 5 Year Master Plan – Barry Hicks

Hicks: here is the timeline we are on to have the 2023 Parks and Recreation Plan completed and submitted to the DNR by February, 2023. There needs to be a notice for public comment posted on the website and in the Record Eagle. Public comment is scheduled at the January 10, 2023 township board meeting. The board must vote on a resolution of plan acceptance. I have already provided the unsigned resolution document to the township clerk. Once the resolution is affirmed, the minutes from the meeting and the resolution need to be submitted along with the affirmed plan to the DNR.

The committee discussed the Parks and Recreation draft and pointed out items to clarify. The money from the lighthouse stays within the lighthouse budget and cannot be spent on resident use parks. This is going to be clarified by creating a separate spreadsheet for the lighthouse. Any mention of the parks commission from the 2018 plan needs to be changed as this is now an appointed committee and not an elected board. Individual park acreage will be included. ADA Accessibility requirements were reviewed. Any further comments or corrections need to be sent immediately to Hicks.

The draft of the 2023 Peninsula Township Parks Plan can be found on the township website under Documents for both the township board and the parks committee webpages. A joint meeting of both the parks committee and the township board is scheduled for January 10, 2023. Public comment on the 2023 Peninsula Parks Plan is scheduled at the beginning of that upcoming meeting.

Cram: I want to briefly update this committee as to where the master plan stands. The former planner did get the document out to regional agencies with a date of December 8, 2021 and those agencies had 60 days to respond. The deadline was in February, 2022. None of the agencies responded. I did receive upon my arrival a copy from Laura Serocki, who went through the plan in great detail. The clerk and I will be working together on finalizing the document. The 2021 document was created using InDesign and it is now a PDF. We have not been able to locate the InDesign file yet and this makes adding the amendments and corrections difficult.

The township received a grant to look at shoreline resiliency and LIAA is writing a new chapter to be included in the master plan. There will probably be another public meeting where we share the amendment, it is vetted, and then inserted into the plan. My goal is to have the master plan adopted in the first quarter of 2023.

9. **Citizen Comments Nancy R. Heller 3091 Blue Water Road:** this is in reference to the use of hammocks in the parks. The first thought in my mind is health, safety, and welfare. What is the liability for the township? The signs referencing designated parking are not effective and people usually just park where they want. I have had some strange conversations with people about the safety reflectors that have been installed along M37. A bicyclist, runner, or walker's reflector could be mistaken as a road marker and not as a person. A flashing light provides better protection to differentiate between a road marker and a person. In your upcoming public hearing presentation, less is more.

10. **Board Comments**

Milliken: Cherry Capital Cycling does have a grant and we are going to apply to hopefully have a bike repair station at Archie Park by the summer.

Murphy: there is an informal access point to enter Pelizzari from Mission Ridge. This property has changed hands and the new owners are looking at the various options open to them in providing continued access. If building an ADA path in the hemlock section becomes a reality, equipment would ideally enter the park from Mission Ridge. Discussions are underway to formalize legal access.

Zebell: Bill Watson contacted me about using goats in Bowers Harbor Park. There are no matching funds required from the township and I am going to fundraise for this project. Skurski asked me to leave you with this question: if money were no object, what is the one project you want to see addressed as a parks committee?

11. **Adjournment Murphy moved to adjourn the meeting with a second by Milliken. passed unan**
Meeting adjourned at 9:23 p.m.

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PENINSULA TOWNSHIP PARKS COMMITTEE

February 22, 2023

Regular Committee Meeting

7:00 p.m.

MINUTES

1. **Call to Order** by Zebell at 7:05 p.m.
2. **Pledge**
3. **Roll Call** Dahl, Butler, Zebell, Murphy, Township Clerk Chown, Township Planner Cram. Excused absence: Skurski, Milliken
4. **Approve Agenda- Butler made a motion to approve the agenda as stated with a second by Chown.**

Approved by Consensus

5. **Citizens Comments (for agenda items only)** None

6. **Conflict of Interest** None

7. **Consent Agenda:** any member of the committee, 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 January 10 and January 24, 2023, Special Joint Public Hearings with the Township Board

Murphy had one correction from the January 10, 2023 meeting and Chown will amend the minutes from January 10, 2023.

Murphy made a motion to approve the consent agenda with one correction and seconded by Chown.

Approved by consensus

8. Business

A. Bench Donation Requests – Jenn and Michele

The park bench policy, park bench request form, and types of benches were reviewed by the committee (see packet). There were 2 separate bench requests for locations in Old Mission State Park. Zebell went through the process herself in trying to understand how to order a bench and found it cumbersome. Zebell made some suggestions to improve the method.

Tom Maguire 140 Wildwood Meadows Drive-Cara Monteil, my daughter, purchased a bench as my Christmas present, so I already have the bench here. As I love to walk in Old Mission State Park, the bench would be placed there. Wilkinson was contacted and we went and found a good location in the park. After this, we discovered we needed to obtain an application and approval from this committee. So this is why I am here tonight.

Murphy moved to approve the bench request by Maguire with a second by Butler.

Approved by consensus

Jane Boursaw 12875 Bluff Road-this bench is for Kathy Hardy, my friend who passed away in a bike accident last fall. We would like to plant native plants in the area as well.

Murphy makes a motion to approve the bench for Kathy Hardy, with an amendment to include native plantings around the bench with a second by Chown.

Approved by consensus

- B. Parks Budget – Zebell: the proposed budget for the parks committee was reviewed, paying especial attention to page 4 (see packet) The larger increases in the budget were for creating uniform signage for all parks (\$18,000), repair and maintenance for items deemed as health and safety issues (\$38,103), and a capital outlay of \$59,628 for the Bowers Harbor North playground equipment.

Chown: there is a possibility for money to have a Kelly Park boat launch design plan. We are hoping to go from a very basic schematic engineered drawing to something more complex and comprehensive and include some landscape work as well. Haserot will be a swim beach only and Kelly Park will be a temporary swim location. There will be a minimal carry down kayak universally accessible launch. Once we have a permit, we can put out buoys and create a lane for fishing boats. This will not work for the big party boats.

Chown made a motion to accept the budget as presented and send the budget to the town board for final approval with a second by Dahl.

Approved by consensus

- C. Parks Ordinance Review and Discussion – Jenn

Cram: the parks ordinance draft was on the December agenda. Comments from the parks committee members were forwarded to Cram, the township planner. Cram presented the changes and commentary on the draft document. The Parks Ordinance will be presented for passage at the town board meeting on March 14, 2023.

- D. Parks Maintenance Request Process – Becky

Chown: we want to implement a better way of communicating with Bob Wilkerson, the parks maintenance person. The members of the park committee were encouraged to reach out to Wilkerson individually as well as sending Chown an email. I will act as the parks overall point person for maintenance for now. There needs to be better communication and accountability. Please write an email that includes the issue to Chown and copy the email to Marge, Katie, Mike and Michele. The township is looking for a backup maintenance person to work several hours a day when needed. Have people who are interested contact the clerks office.

- E. Parks Signage Branding Project

Chown: a logo for voting volunteers and staff to wear. We could raise park awareness by having a contest for a parks logo and uniform park signage.

Zebell: we might have a community night, potentially at one of the churches where people come and vote with their dollars for the logo they like. We should try and involve the library and community school. The school would help get the parents involved.

Cram: we should think about having a theme. This will go on next month's parks agenda for more discussion and ideas.

- F. Request from Leslie Knopp at Haserot Beach or Kelley Park

Zebell: Leslie Knopp requested to have a wedding ceremony at the lighthouse beach on August 12, 2023 for several hours in the afternoon. I do not recall any requests for weddings being held at Lighthouse Park.

Murphy: I remember being at meetings when I was not on the parks committee where there were requests and they were turned down.

Cram: I recall a conversation with Schultz, the lighthouse manager, who said they do not take reservations, but if you just want to show up, have your ceremony, and leave that has been fine.

Chown: there are no reservations and if you think showing up on a Saturday afternoon in August, you will not be the only ones there either at Haserot Beach or Lighthouse Beach. We should have Skurski call Knopp.

- G. Bowers Harbor Park Playground Equipment Delivery and Installation – **Michele Zebell:** this is a report that everything is moving along. There is not a definite date for the equipment delivery yet. There needs to be someone found to do the leveling of the playground site. This was included in the budget for this project. A source has been located for wood chips and we will arrange for delivery when it is appropriate.

9. Citizen Comments:

Jane Boursaw 12875 Bluff Rd – I have seen a lot of hammocks out on Ridgewood Trail far from the parking lot. This is a non-sanctioned trail. Is there any timeframe for the boat launch at Kelly? Do you want me to put into the Old Mission Gazette the township is looking for a back up maintenance person?

Chown: that would be wonderful for the maintenance person and I will let you more specific dates regarding Kelly as soon as I have them.

10. Committee Comments None

11. Adjournment Murphy moved to adjourn the meeting with a second by Butler. Passed unan

Meeting adjourned at 8:40 p.m.

PENINSULA TOWNSHIP PARKS BENCH POLICY

Process

1. Contact specified parks committee representative to review requested site and if applicable, the engraving/message [Parks - Peninsula Township](#)
2. Complete the application and submit it to the Peninsula Township Office Manager officemanager@peninsulatownship.com 7 days prior to the parks committee meeting. *Parks meetings are the 4th Wednesday of the month: [Meeting Schedules - Peninsula Township](#)*
Your request will be placed on the committee's agenda.
3. Attend the parks committee meeting to present your request and receive approval
Please note: The appropriateness of the proposed bench location will be an important consideration.
4. Following committee approval, proceed with [Purchase and Installation](#) outlined below

Approved Bench Models

[Victory Memorial Bench by Kirby Built](#)

or [Polly Products 6' Deluxe](#)

[Victory Inlay Memorial Benches KBN-34 - - KirbyBuilt Products](#)

[Economizer 6' Bench - Polly Products](#)

Description

- 6 feet wide
- 3 legs/supports
- 3 backboards
- 4 seat boards

Color Choices

Back and Seat Boards

Polly Products: Sand or Cedar

Kirby Built: Desert Tan or Cedar

Legs (Metal or Composite)

Black

Purchase and Installation

All expenses are the responsibility of the donor, including:

- Engraving
- Installation*
- Labor & Materials
- Shipping & Transportation

Order placement and delivery of materials

Donor will prepay for the installation*

Donor will order bench to be shipped to Peninsula Township Parks Committee
13235 Center Road
Traverse City, MI 49686

*Please contact the township park representative for the current cost of installation

MEMORIAL PARK BENCH REQUEST

Name of person(s), family, organization donating the bench:

Designated contact person with contact information:

Name: _____ phone: _____

email: _____

Name of person or organization whom bench is to commemorate:

Park of requested placement; please note if there is a specific location:

Proposed notation/engraving (preliminary, can be changed):

Date of Request: _____

Parks Committee Contact: _____

Date Approved by Parks Committee: _____

Correspondence

From: Ronessa Butler <ronessa@gmail.com>

Sent: Thursday, March 2, 2023 2:36 PM

To: Rebecca Chown <clerk@peninsulatownship.com>; Dave Murphy <davemurphy6943@gmail.com>; Mary Beth Milliken <mbmillikenonpeninsula@gmail.com>; Mike Skurski <Parksmike49686@gmail.com>; Pete Dahl <peterleedahl@gmail.com>; Michele Zebell <mzebell.parks@gmail.com>

Subject: Peninsula Twp Parks in MyNorth's Red Hot Best 2023 Top Ten

Hi all,

I was just looking through MyNorth's Red Hot Best 2023 Top Ten list (and casting my votes) when I saw that PNA & Old Mission State Park are in the top ten for Best Hiking Trail or Area; Haserot for Best Beach; BH Boat Launch for Best Kayak/SUP Location; Dougherty Mission House for Best Historical Landmark; Dougherty & PNA for Best Place to Walk Your Dog; and Old Mission Point for Best Winter Hike.

Kind of nice to see our natural resources appreciated and admired in our community. :)

Here's the link if you want to check it out (and/or vote): <https://mynorth.com/the-red-hot-best-of-northern-michigan/rhb2023/#/gallery?group=440852>

Best,
Nessa

Tim

The Haserot launch will be closed off this spring. The plan to open a new launch at Kelley is in progress. We have the drawings and layout and are seeking grants for the installation. However 2024 will be the earliest that we expect it to be open.

Until then, we plan to open Kelley to swimmers only.

MIKE SKURSKI

Chair

Peninsula Township Park Committee

parksmike49686@gmail.com

On Mar 6, 2023, at 12:57 PM, Timothy Droege <tdroege@sonus-es.com> wrote:

Hi Mike:

I was looking for some information on the boat launch that was removed from Haserot Beach. I thought it was supposed to be moved south to Kelly Park (across from the Old Mission Inn). Are there any plans to move, or replace, the boat launch? If so, is there a timeline?

Best Regards,

Tim Droege

President and CEO

SONUS Engineered Solutions

Park and trails

Inbox



John Nedlo

Mon, Feb 27,
10:13AM

to me

Morning, Michelle,

Since you appear to be the contact person for the park, please accept my compliments for the upkeep and maintenance you and the staff provide. I walk my dog Sam at Bowers Harbor, both the trails and the loop, about twice per week. During the warm weather months, the mowing always looks great. And, more recently, I really appreciate the paved loop walk (as well as the parking area) being plowed early morning following the latest snowfalls. Please pass on my thanks to the staff who have to brave the elements to get it done.

I really appreciate your attention to the job. Sam says thanks too!

Michele Zebell <mzebell.parks@gmail.com>

Mon, Feb 27,
11:34AM

to John

Dear Mr. Nedlo,

Thank you for taking time to communicate your appreciation for the access provided at BHP during the winter months and the mowing in the summer. We are happiest when we know residents are enjoying our wonderful parks!

As the park contact person, I will communicate your very kind email to the committee, to township officials, to Bob Wilkinson: park maintenance, and the subcontractor who does the plowing at BHP. It takes a village, and I am grateful to be part of such a positive group of people dedicated to OMP parks.

Thank you once again for your thoughtful email. Happy trails to you and Sam!

Michele Zebell

Business

BOWERS HARBOR PARK PAVILION RESERVATION

Parks are open from 9:00 a.m. to 10:00 p.m.

There is a non-refundable fee to reserve a pavilion, go to <https://www.peninsulatownship.com/parks.html> for the fee schedule. If a 24-hour notice is provided, a pavilion may be rescheduled during the same season at no additional charge.

RESERVING THE PAVILION DOES NOT MEAN EXCLUSIVE USE OF PARK FACILITIES

Name or Organization (please print) _____

Contact person Jane Watts

Email address jswatts10@gmail.com

Address 1647 Moonrise Ct.

City, State, Zip TC MI 49686 Phone _____

Are you a Peninsula Township resident? Yes

I am requesting permission to use pavilion # 1 on September 9, 2023

for the following purpose Celebration of Life Service from 12:00 to 5:00

Approximate number of people 50-60

NOTE: 50 or more people requires a Special Event Application approved by the Parks Committee.

- Persons using any township park are expected to abide by the rules and regulation stated in Township Ordinance #5 and may suffer loss of permit and/or eviction from the park for failure to do so. Some of the more commonly asked questions are answered below. If you have further question, Ordinance #5 is attached. Upon inspection of the premises following use by any permitted group, any damages or cleanup will be billed to the above-named representative.
- All motor vehicles, including delivery trucks and venders, shall be driven on designated roadways only and parking of the same only in designated parking areas.
- No overnight camping is allowed.
- Stoves, grills, and picnic tables shall be held or used no longer than necessary and **no fires shall be built except in grills provided or privately owned.**
- No household refuse is allowed in trash cans. Park users shall clean their own litter, and leave area in the same condition as they found it.
- Boisterous, obscene or obnoxious conduct is prohibited.
- Permission for exceptions to the rules set forth in Ordinance #5 must be obtained in writing from the Peninsula Township Parks Committee. Violation of any part of the Ordinance is cause for eviction from the park and/or fine/imprisonment. Ordinance #5 is legally enforceable by local, county or state law enforcement officers.

I have received a copy of Ordinance #5 and understand the park rules and regulations.

Signature of Applicant Jane S. Watts Date 3-6-23

Office Use Only: Check # 8547 or Cash Amount Submitted: \$100.00

Peninsula Township Special Event Application

Please fill this application out completely, read the attached documents, and sign and date at the bottom

1. Applicant: Name: Jane S. Watts
Address: 1647 Moonrise Ct.
TC MI 49686
Phone Number(s): _____
Email Address: _____
2. Date of your event: September 9, 2023
3. Type of event: Celebration of Life (Memorial Service)
4. Number of people you are expecting: 50-60
5. Park you are requesting to use: Bowers Harbor (Peninsula Twp Park)
6. Will you be bringing in, tables, chairs, etc.? yes/no Undecided
7. Please describe any other detail of your event: There will be snack-like food, & drink, several announcements
8. Read the attached information specific to the park that you are requesting to use and the attached Peninsula Township Park Regulation Ordinance #5.

I have read Ordinance #5 and the specific regulations regarding Bowers Harbor Park and agree to the terms therein.

<u>Jane S. Watts</u>	<u>3-6-23</u>
Signature of Applicant	Date
<u>Jane S. Watts</u>	_____
Printed Name	Contact Phone Number

For Peninsula Township Official Only

Next Parks Committee Meeting: _____	
Approved/Denied (with reason): _____	

Chairperson – Parks Committee	Date

Parks Committee Meetings 4th Wednesday of Month*



3rd Tuesday of the month all agenda and packet items submitted by noon. Draft then sent to committee members



3rd Thursday of the month agenda and packet published to website by noon

*once meeting dates have been approved for 2023-2024, creation of actual date schedule to be provided