

PENINSULA TOWNSHIP PARKS COMMITTEE
13235 Center Road, Traverse City, MI 49686
Regular Meeting
VIRTUAL MEETING VIA ZOOM Minutes
December 2, 2020 – 7:00 p.m.

1. **Call to Order:** by Skurski at 7:00 p.m.
2. **Pledge**
3. **Roll Call:** Skurski, Milliken, Dreier, Murphy, Karczewski, Dahl, Atkinson; Also present, Todd Viglant, GTRLC
4. **Approve Agenda:**
Moved by Murphy to approve agenda, seconded by Atkinson **pass 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 7, 2020 (corrected meeting date)
 - B. Minutes from November 4, 2020
Correction to the minutes: Pelizzari is spelled incorrectly
 - C. Lighthouse Park maintenance report from Bill Stott
 - D. Seed packets available from Conservation Resource Alliance
 - E. Playground Surfacing
Moved by Karczewski to approve Consent Agenda, as amended, seconded by Atkinson
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8. **Business:**
 - A. **Park Committee Evaluation Process (Skurski)**

Skurski: The evaluation process is a form for each committee member to fill out, with a version for the town board. Should we proceed with the self-evaluation since we have been in place for two years and involve the town board with an assessment?

Atkinson: We can get the town board's perception.

Skurski: Everyone would do an evaluation and in January and we will review them. Then, we will ask the town board to do an evaluation. Finally, a parks committee member would go to the town board meeting to discuss performance.

Dreier: Excellent idea, the caution is because COVID has impeded this board's ability to meet and move in constructive ways. The town board understands the committee is functioning, but limited.

Skurski: These are good points, and as we review evaluations, we will keep COVID's impact in mind.

Karczewski: Suggest using the same form for both the committee and the town board, with a box to check to specify committee or town board member.

Committee discussion of the evaluation

Atkinson: What do we need? How do we refine the process?

Skurski: Pay attention to the categories to improve performance. Adjust number five, to judge the amount of support. There is a space for comments. We can push this off to January to refine the evaluation.

Committee discussion of the timing of the evaluation

Skurski: Beth and I will get this out by the end of the week.

B. Donation Tubes - Update (Dreier)

Dreier: I have done more work on the donation tubes with help from Ginger Shultz. The cost to complete, including installation, is around \$200.00 to \$250.00. If it is worthwhile; it is hard to judge. The other question to resolve is where would it go, who would be authorized to collect the money from the tube? Who does this, how does the money get to the township, and put into the park's account? Who are our parks for, and who would most likely donate this way? A trial test would be held. Pelizzari may be a good placement.

Milliken: Pelizzari, Bowers Harbor, or Haserot would be possibilities.

Dreier: Not sure. Start with one location and run a trial test. If it is a benefit, then expand. Suggests Bowers Harbor, but everyone using this park is a resident who most likely would not donate. Visitors are most likely in the summer; Pelizzari has visitors from outside the township.

Todd Viglant, GTRLC: We do not use donation boxes. The VASA trail has them, and they have done well for that organization.

Dreier: Long Lake township has donation tubes.

Viglant: The GTRLC has helped them write grant applications.

Murphy: Will help with the effort at Pelizzari; it is best to start in the spring.

Committee discussion of the use of donation tubes at Pelizzari Natural Area.

Atkinson: Haserot placement should be considered for non-residents.

Skurski: Bowers Harbor should be considered, place one by the pickleball courts.

Karczewski: The younger generation does not carry cash, so the donation tubes are not useful for them.

Dreier: There is interest; putting in a box in late March makes sense. I will check the township board's policies and specific details.

Skurski: The process has been defined at the lighthouse; they can help.

Dreier: Donors could also use a code on the box for electronic donations; will come up with a plan and estimate for the next meeting.

C. Pelizzari Natural Area Expansion (Murphy)

Murphy: There was a fund balance after millage collection to use for property acquisition. A group met in February consisting of Becky Chown, Randy Mielnik, Rob Manigold, Todd Viglant, Glen Chown, and Dave Murphy. The township and the conservancy wanted a mutual agreement to work together and move forward. The group looked at surrounding properties. The group came up with a plan to contact individuals, but the interested property owners are not contiguous. The parcel under consideration has access from a public road and still has access. There are several property owners interested.

Viglant: It takes a long-term vision to assemble parcels.

Murphy: Todd will begin discussions with the interested property owners. The Michigan Natural Resources Trust Fund may be a resource. Randy Mielnik felt the trust fund should be considered for the acquisitions.

Vigland: The applications are due on April 1st. This expansion works with this trust fund grant. Vigland will work with the individual landowners in this vision.

Murphy: There will never be forced action. No one is pushing property owners or the project, it is a good opportunity.

Karczewski: The DNR trust fund money has a matching component; would Peninsula Township have to add more money in? Would Randy receive assistance in writing the grant?

Vigland: The conservancy will help with the grant writing process. The money in hand is a good start. It may take several grant opportunities. There are other granting opportunities.

Murphy: There should be a discussion of charitable donations, sustainable monies, and we should look at a millage for the parks.

Millken: We should have a constant stream of money. What can visitor numbers do for a grant?

Vigland: User numbers are very compelling.

Committee discussion of how to record visitor numbers, parking lot counts, trail counters, the benefits of trail counters.

Moved by Murphy that the parks committee send a resolution of support to the township board that the Grand Traverse Regional Land Conservancy begin negotiations on behalf of Peninsula Township with willing property owners, and other interested parties to follow, to acquire property that will expand parkland now identified a Pelizzari Natural Area (previously known as Center Road Natural Area under the millage vote of 2008); initial financing will be from current holdings from millage collection, and the township planner will pursue additional financing through the Michigan Natural Resources Trust Fund (MNRTF) and other sources, seconded by Dreier.

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D. Budget Performance and Invoice Process (Skurski)

Skurski: I spoke with Marge and Becky about the invoice process. The invoice comes into Robin in the clerk's office. Proposes that the invoice is matched to the committee member that has that park.

Atkinson: For example, the invoice for the new sand and clean-up at Haserot.

Skurski: It was a request from us; we need to send a note that the work has been done.

Committee discussion of procedures

Skurski: Each committee member will handle the invoices for your park. Discusses the packet addition containing budget detail.

Committee discussion of budget planning, working with the township board, process, fixed costs, repairs and maintenance, and capital outlay (referring to the packet)

Atkinson: The way it operates now is inefficient, and there is a need to work towards an efficient budgeting process.

Dreier: If looking at a five-year planning model for the budget, then it could do better in allotting money for projects.

Skurski: The committee spent time on a five-year plan. The Bowers Harbor expansion was put together with a plan of setpoints, stepping stones, and estimates. It was looked at by the township board and shelved.

Committee discussion of a five-year budget, process, and fiscal responsibility concerning park priorities.

Skurski: We can use priority setting as a basis for discussion of a longer-term budget process with the township. We need a driver to talk about a millage.

Committee discussion of talking with the town board about projects and a five-year budgeting plan

E. Budget Priorities for 20-21

Skurski: There is a need to look at projects building a budget with large spending, medium spending, and small spending. The first large expenditure would be replacing Bowers Harbor playground and a master plan for Kelly Park. A small item would be vault toilets at Murray.

Atkinson: The large expenditure would be Bowers Harbor playground with an estimate of \$300,000.00 in which \$25,000.00 is for removal and \$275,000.00 is for the equipment. Also, Kelly Park boat launch is at \$100,000.00. A middle expenditure would be signage at \$10,000.00 or two vault toilets. Small expenditures include resurfacing Archie Park with gravel and handicap signs for Haserot.

Murphy: What is the ongoing maintenance for toilets?

Karczewski: The lighthouse uses Security Sanitation for maintenance.

Committee discussion of toilets and maintenance at the parks

Skurski: A checklist should be made to set priorities for the parks. At the next meeting, we will go over budgets and a five-year plan. We will update the project lists and need to look at lists of completed projects.

F. Process for Contributions

Skurski: Outlines the charitable fund. There is a separate account set up at the township. The township trustees will allot the money to projects for unrestrictive donations.

Karczewski: If the donation is to the parks (restrictive), it will go to the parks.

Skurski: If unrestricted, it will be managed by the town board.

Atkinson: We should have some input; it should not be totally the town board.

Skurski: The parks committee would present plans, and the trustees would then consider them.

Dreier: In the winter newsletter, could a parks committee article state projects and price tags? Also, state the five-year plan and explain the donation process to these goals.

Committee discussion of articles to include in the newsletter, ideas to promote contributions with the success of the completed projects

G. Parks Rep for next Town Board Meeting

Murphy: I would like to present the motion on the Pelizzari expansion to the town board.

Skurski: We need a work meeting with the town board for the budget.

Committee discussion on communication with the township board.

9. Citizen Comments:

Nancy R. Heller, 3091 Blue Water Road: The person to collect money for the township would be bonded, a vault toilet is approximately \$15,000.00, and the township board can call a special meeting to go through invoices.

Jane Boursaw, Old Mission Gazette: Will include articles in the newsletter in the gazette.

Dreier: Are there specific items that your audience would read that we have not discussed?

Boursaw: The new playground equipment is an example.

Dreier: Are there things we could be doing in the media that would lead to financial support?

Boursaw: The more it is on people's minds, the better; for example, the trails on the peninsula, the Dougherty House. Referring to the Kelly Park boat launch, did the township sign the lease agreement with the DNR, including the boat launch?

Atkinson: The contract fell apart mid-summer. The DNR would not approve a motorized boat launch. Discussions were reopened, with discussion to include a motorized boat launch and a soft carry for kayaks.

10. Board Comments:

Dahl: Commented on the many visitors to Lighthouse Park and updated his efforts with the tree work at the park. He would like to see a toilet at Murray. Suggests sale of felled trees as firewood or lumber.

11. Adjournment:

Moved by Karczewski to adjourn, seconded by Atkinson
Adjournment at 9:00 p.m.

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