

# PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

Ph: 231.223.7322 Fax: 231.223.7117

www.peninsulatownship.com

## PENINSULA TOWNSHIP PARKS COMMITTEE REGULAR MEETING

13235 Center Road

Traverse City, MI 49686

December 4, 2019

7:00 p.m.

Corrections made by Clerk Becky Chown on Jan. 21, 2020

1. **Call to Order:** by Skurski at 7:00 p.m.
2. **Pledge**
3. **Roll Call:** Present: Atkinson, Karczewski, Skurski, Dreier, Murphy, Milliken,  
Excused: Dahl, Also present: Bob Wilkinson
4. **Approve Agenda**  
**Karczewski:** Correction to the consent agenda: the minutes to be approved should read  
November 6, 2019  
**Moved by Dreier to approve the agenda, seconded by Milliken** **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 2, 2019~~ November 6, 2019
  - B. Reports/Correspondence
    - a. Bicycle Tour Group
    - b. Report of activities from Bill Stott
    - c. Board Training Dec. 19- Becky Chown
    - d. Parshall Beech Tree Remediation**Skurski:** Minutes correction to November 6, 2019  
**Murphy:** asks for more discussion on Parshall Beech Tree Remediation  
**Skurski:** move Parshall Beech Tree Remediation to Business F. and make Park  
Priorities/Joint Meeting with Town Board Business G.  
**Moved by Karczewski to approve consent agenda, as amended, seconded by Murphy**  
**pass unan**
- Karczewski:** mentions Bill Stott and his work in the parks, and requests that the park  
committee formally thank him in the near future  
**Skurski:** comments on Bill's volunteer role
8. **Business:**
  - A. Maintenance Report (Wilkinson)

**Wilkinson:** Things have been put away for the season.

**Dreier:** The American flag at Bowers Harbor Park is on one clamp and needs replacement or repair.

**Skurski:** concerning the Bowers Harbor well, when it will need to be replaced?

**Wilkinson:** If any maintenance is needed, the well will need to be replaced, the casing is rusted. It is most likely a four inch well, and it will be replaced with a four or five inch well.

**Atkinson:** Mentions the boat launch, Kelly Park, Haserot Beach, and asks about the status of the dock; talked with Randy Mielnik and there are no new developments with these areas.

**Wilkinson:** The dock is destroyed, the legs were bent on rocks. There are holes in the main decking and side pieces. The planking is hollow and is filled with sand and many of the screws are broken. In working with the insurance company, the plan is to replace it. There are five sections of newer dock and two sections of older dock. The catwalk has disappeared.

**Atkinson:** There is a need to stay on top of Kelly Park and the boat launch.

**Skurski:** The dock cannot be salvaged.

**Wilkinson:** No, for a public dock it was light duty. Should have something by the first of March.

**Skurski:** A DEQ permit was given to sand and level the beach at Haserot. The permit time is one year.

**Nancy Heller, 3091 Blue Water Road:** asks for a discussion of fencing at Pelizzari Natural Area

**Wilkinson:** Asks for a replacement of the lock at the Ridgewood Trailhead because it is broken. It was unlocked at firearm deer season. This is an ongoing problem and an old key may be in someone's possession. A new lock was installed at one time and it was cut. It may be a good idea to replace all of the locks. All of the gate locks use one key.

**Skurski:** It would be a good plan to replace all of the locks in the spring. In addition, a locker or system is needed to secure the pickle ball nets instead of placing them in the shed.

**Committee discussion of the size of the pickle ball nets, and where or how to store them. The nets are about two feet by two feet and could possibly be attached to the fence.**

B. Lighthouse Report (Dahl)

**Karczewski:** No report as Pete is absent, it is a standing item on each meeting's agenda.

**Skurski:** the lighthouse expenditures are found in the town board minutes packet

C. Parks Budget Intro (Skurski)

**Skurski:** This evening, the committee will look at the budget structure, with an expenditure and revenue report walk-through (the sheet is included in the packet for reference). The first item is the large event fee of \$6,200.00 from the marathon, negotiated by the town board. Last year, the marathon contributed \$25,000.00 to the walkway at Bowers Harbor Park. The next item is interest. The rental income is \$720.00 from events. The appropriation transfers in, are what the township puts in for the operating revenues, and range from \$100,000.00 to \$135,000.00.

**Karczewski:** asks about the numbers in amended budget

**Skurski:** These are targets, the agreed budget with the township. The YTD is what has been spent through October 31, 2019, and the third column is for the month. The amount available

balance is the amended budget minus YTD. We are sixty-seven percent through the budget for the year with this report. This is what is expected for the year. For an explanation of spending through the year, we will need to plan a work session in the future to go through the budget in detail. Some items in the budget are controllable and some are not. Defines controllable with non-controllable with reference to items in the budget.

**Karczewski:** asks about the revenues, nothing matches

**Skurski:** The report does not split it up. The parks have a positive carry forward balance, which is not spelled out on this sheet. The plan is to go \$10,000.00 in the red. Continuing with the description categories on the revenue and expenditure report, referring to the per diem. This is the money the members get and it is set at twelve meetings and six work sessions. Next on the report is the liability, worker's compensation and social security. Also, the report lists supplies (should be office supplies), park signs, and seedling and planting services.

**Milliken:** Asks about the \$5,000.00

**Skurski:** It can be carried over, it was from last year. Continuing with the revenue and expenditure report listing legal fees, audit fees (non-controllable), contract services (Bob's contract), recording services, public water and supply fee (testing of well water and the beach), printing and publishing, electricity, and street lighting. The category of repairs and maintenance is one which we will be looking at and an example of this would be picnic table benches and grills.

**Milliken:** we have overspent this past year

**Atkinson:** There is a carry of \$10,000.00 for seeding and trees. We have used part of that. During the transition from commission to committee, it has gone down. The process to come up with projects and costs has changed, now the township will look at funding.

**Skurski:** With explanation of expenditures for projects, money can be put in for forestry. Continues revenue and expenditures listing membership and dues, education and training, and parks grant expenses (engineering). An example of this would be the grant proposals submitted, the pre-project costs; the DNR Passport grant is one such grant. And finally the capital outlay, non-routine expenditures would show up here. An example would be new swing sets. The YTD balance \$228.01 over budget. They will put in \$100,000.00 and we will be under budget. The log cabin is still in the budget; last year \$17,000.00 was spent and part was offset by grants. In the days when there was a park commission, they had budget setting authority. Now it is a committee recommendation.

**Committee discussion of budget when the park commission was budgeting verses the budget with the park committee. Discussion of financials, and decision making process with spending.**

**Karczewski:** It would be nice to see what we can spend; we need a financial road map.

**Skurski:** On December 17, we can discuss this with the town board. For example, the tree work may go out for bids, and then go to the board for approval. This is the difference between commission and committee. We need the town board's direction for spending.

**Wilkinson:** The picnic tabletops were not re-surfaced this year, if you are over budget for repairs and maintenance this year, there are twelve left to resurface.

**Skurski:** They were in submission, not in approval.

**Wilkinson:** They can be done in the winter.

**Atkinson:** Move ahead and earmark money to do them now, how much?

**Wilkinson:** \$5,200.00, labor and materials

**Moved by Atkinson to allow \$5,500.00 to repair and maintenance of the picnic tables, seconded by Dreier**

**Roll call:** pass unan

**Skurski:** This will be brought to the town board in the meeting on December 17. Bob will check on how many tables that will cover.

**Dreier:** For inter-budget transfers from one fund (category) to another, will the town board give flexibility?

**Skurski:** They tend not to switch categories, just go over budget, as it tracks easier this way.

#### D. Newsletter Contribution

**Murphy:** The deadline is December 16; happy to draft an article for the newsletter. One topic would be a reminder to the off-leash dog owners in the parks and dog issues. Also, the transfer of leadership for the lighthouse should be included. It might be nice to talk about priorities and convey information to the public about the historic buildings and the grant.

**Karczewski:** mention tree care at Bowers Harbor Park

**Skurski:** mention dock damage and a replacement at Haserot Beach, and an update on Kelly Park

**Atkinson:** The township board voted mid-summer that Kelly Park would have the boat launch and Haserot would be a swimming only beach. Kelly Park would be an extension of our park system. It would have a single pad and a single dock. It makes sense to move the boat launch to the northern third of the park, but currently, there are no details. It was decided that the upper plateau would not be parking.

**Milliken:** According to the town board, Kelly Park would be the location.

**Skurski:** There were negotiations with ownership and lease, and the DNR, but this should not interfere with planning.

**Committee continues discussion of Haserot Beach (grant was turned down) and Kelly Park (as a boat launch) and where the launch would be located, time line, the town board's decision, as well as, public awareness of this issue**

**Atkinson:** Topics to include: hiking trails, playground equipment and Bowers Harbor expansion. For the newsletter, mention forest management, work that was done, and the need to work with an arborist and a forestry expert. In addition, the volunteerism idea from the last meeting.

**Karczewski:** A Facebook page (group to join) may be an option in the future for volunteers.

#### E. DTE Tree Planting Grant

**Skurski:** In the next two months, the committee members should go to their adopted parks. We have a \$3,000.00 grant. Once we have input, we can put a plan together, and then discuss volunteer help. Smaller trees are better.

**Murphy:** Steve Lagerquist at the GTRLC has been a help, we could plan to get him in to speak.

**Dreier:** There is a water issue at Bowers Harbor Park, ~~on the shoreline, we on the south end.~~  
**We** should put willows in.

**Skurski:** That is a requirement from the DEQ. The grant issue will be revisited in March.

F. Parshall Beech Tree Remediation.

**Dreier:** Mary Beth and I met with Cory Parshall and Dan Santy to look at the Beech Scale disease at Bower's Harbor Park. These trees are in much better health (and will respond to treatment) than the ones at Peninsula Park. The treatments will occur in late July to the first two weeks of August. The park needs to be closed until the treatment is dry. The pavilion cannot be used and must be roped off. Treatment is effective for eight to twelve years with two treatments one year apart. This disease is advancing so this is a cost effective. It is roughly, \$300.00 per tree for the two year treatment.

**Discussion among the committee members about when it will go to the town board, whether it will go out for bids and the trees that are diseased at Bowers Harbor Park.**

**Dreier:** Parshall Tree Service was called about the health of the beech trees. They identified several trees to be removed, six to be pruned, and three (two maples and a beech) to be cabled because the trunks are split. A twenty-three inch beech tree and five maples will be removed. The beech treatments are mid-summer both years. The closure will be the day of application and the day after.

**Wilkinson:** Signage and fencing should be considered for this project.

**Murphy:** Fast Signs was used at Pelizzari.

**Skurski:** The topic should be tabled, it may go out for bids.

**Dreier:** This topic will move to the town board and they will ask for bids.

**Skurski:** It would be negligent to go with the first treatment and not the second. With the current timing, a map of treated trees should be produced.

**Dreier:** The topic could be presented to the town board on December 17, and they could give guidance. No action should be taken this evening and it will be placed on the January agenda.

**Committee discussion of process with the tree service, management, and how it would apply to all of the township parks.**

G. Park Priorities/Joint Meeting with Town Board

a. Joint Meeting with Town Board: December 17th, 10:00 a.m.

**Skurski:** Looking to plan a work session to discuss an agenda for the joint meeting with the town board. The first thing is a summary of the October letter of the committee roles, and the details of the separation of the lighthouse and the historic buildings. Secondly, a list of what we will focus on such as the capitol plan, the community input (volunteers), and fundraising. Then, details of projects, such as Kelly Park, the renewal of the playgrounds, and the pathway. Finally, Bowers Harbor expansion, a forestry map, getting a forester, trademarking, and signs for the 150<sup>th</sup> anniversary. Special attention should be paid to budget in management and maintenance, park use permits, and finally, the medium and large maintenance programs with attention to timelines.

**Murphy:** Could that be summarized and e-mailed to the members? The results of the township survey will be on December 11 at 6:00 p.m. (steering committee). There is a need to

look at township master plan process, what the survey says, and parks involvement once it reaches focus groups.

**Atkinson:** Referring to the first category of the handout Priority Projects and Maintenance 2020-2024, \$50,000.00 is excessive for the playground structure at Haserot. It should be changed to \$25,000.00. There is a donor contributing \$5,000.00 and there may be another donor. Also, handicap signage is needed in the parks.

**Skurski:** The forestry project is a larger expense and a forestry map of the critical areas is a top priority.

**Karczewski:** Signage and maintenance, new and old signage, should be moved to capital projects. There is a lot to get done before the anniversary.

**Atkinson:** suggests putting pickle ball courts on the three to five year list

**Milliken:** suggests a universal access trail at Pelizzari should be on the ~~tree~~ three to five year projects

**Karczewski:** suggests Bowers Harbor bathrooms be upgraded to flush toilets

**Wilkinson:** behind other townships in this area

**Karczewski:** The list will be redone and sent out.

**Skurski:** Slides will need to be formulated with content and priorities set. Financial and administrative help is needed.

**Atkinson:** There is a need for processes for ideas, timetables and mutual communication for both parties.

**Skurski:** and also how will it work for routine items like picnic table tops

**Murphy:** The process can be difficult with funding and approval. Presented a question about the cost of a split rail fence at Pelizzari.

**Wilkinson:** Roughly \$6.50 per foot. Against split rail because of snow plowing.

**Committee discussion of fencing at Pelizzari Natural Area, split rail verses cable fencing**

**Karczewski:** will put in the cost to be \$2,500.00 and add concrete bumpers

**Skurski:** Suggests using split rail; it would be about \$4,000.00

**Committee discussion of the parking lot fencing, the dimensions, approximately 3,500 feet, and anticipated costs. Considering \$11.00 a foot.**

**9. Citizen Comments:** None

**10. Board Comments:**

**Murphy:** the attendance by parks committee members to the town board meeting should be on a rotating basis

**Karczewski:** plan to start in January

**Atkinson:** case specific per park, but take turns

**11. Adjournment:**

**Moved by Atkinson to adjourn, seconded by Karczewski**

**pass unan**

Adjournment at 8:59 p.m.