

PENINSULA TOWNSHIP
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PENINSULA TOWNSHIP PARKS COMMITTEE
Regular Committee Meeting June 26, 2024

MINUTES
7:00 p.m.

1. **Call to Order** by Skurski at 7:00 p.m.
2. **Pledge**
3. **Roll Call** Milliken, Murphy, Dahl, Skurski, Zebell
(7:04) Arrival Chown-Township Clerk, Cram-Director of Planning and Zoning
4. **Approve Agenda** Murphy moved to approve the agenda with a second by Milliken.
Approved by Consensus
5. **Brief 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 May 22, 2024 Meeting
 - B. Correspondence from Mary Lou Piehl "Tennis Court at Bowers Harbor" June 1, 2024
 - C. Correspondence from Michele Zebell "Tennis Court at Bowers Harbor" June 4, 2024
 - D. Correspondence from Dave Murphy "Re: Tennis Court at Bowers Harbor" June 4, 2024
 - E. Correspondence from Becky Chown "Regarding Tennis and Pickleball Lines" June 4, 2024
 - F. Correspondence from Susan Piehl "Trailer at Bowers Harbor Park" June 12, 2024
 - G. Correspondence from Suan Piehl "Trailer at Bowers Harbor Park Update" June 12, 2024
 - H. Correspondence from Michele Zebell "Public Service Message State of Mi: Building Forts" June 12, 2024
 - I. Correspondence from Brent Wheat "Grand Traverse County Beach Monitoring Report" June 13, 2024
 - J. Parks Committee Report May 2024
 - K. Correspondence from Kylee Haase "Events at BHP" June 17, 2024
Chown requested Item K "Events at BHP" be moved to Business as Item D. Murphy made 1 change to the minutes. **Chown moved to approve the consent agenda as amended with a second by Dahl.**
Approved by Consensus
8. **Business**
 - A. Kelley Park Boat Launch Update- Skurski/Chown
Chown: every month I have a phone call with our engineer at Beckett & Raeder to talk about the timeline for getting the engineering work done and all of the other work needed to construct the boat launch. This information will then be submitted to EGLE and the Army Corp of Engineers

because both entities independently must permit the project. A timeline was published in a Township Board packet recently and in the upcoming summer newsletter. Today, I had my monthly call with Beckett & Raeder. I have another one next month, which also falls on parks committee meeting day. One of the issues being worked on is the bonafided wetland at Kelley Park. EGLE does not care this was created when a large-scale condominium project began and was never completed. There was earth moving and plenty of activity at this location. There are changing rules becoming much stricter about how much land in a wet land can be disturbed before you have to remediate. The wetland issue is a contentious one. We need to have a new, site wide survey done to access the presence of any rare or endangered plants, which is an EGLE requirement. We are on track with the timeline. We did talk about needing some revetment on the 2 sides of the channel and the dock when it goes into the water. This is not going to be so steep to require a concrete wall and rocks should be sufficient. There are still rocks at the old boat launch site at Haserot Beach. I am going to count the number and size of the rocks present. The goal is to make this an environmentally sensitive, single lane, low impact boat launch with night sky compliant lighting, and buffering to protect the neighbors. The DNR likes parking spots for boat trailers to be 12 feet wide. Christy Summers is our landscape architect and graphic designer. Summers designs all the boat launches in northern Michigan that get approved. Summers is making an argument to the DNR for these parking spaces to be 10 feet wide. This may keep the larger, cigarette style boats, which tend to need larger trailers to a minimum.

Dahl: is the water depth been proven to handle a boat launch?

Chown: because it is a much longer distance to deep water at Kelley than it was at Haserot Beach, the channel is going to have to be much longer. This is going to take more money and more soil moved initially. EGLE is not happy about this and would like to see the boat launch moved back to Haserot. The citizens of the community have spoken loud and clear; the boat launch is not moving back to Haserot.

Milliken: if this were to be permitted, when would the work be done?

Chown: the timeline shows the construction beginning in late April, 2025 and completion in September, 2025. A new survey showed the channel needs to be approximately 615 feet, down from the original number of 715 feet. No one knows how often this channel will need dredging to keep it open. I have several bids for this work.

Skurski: if you look at the south DNR launch, you can see the channel they cut, which is similar. That channel has not been dredged for about 5 years.

Cram: I just want to make sure we are following our zoning ordinance, section 7.4.7a, regarding wetland. This will actually disturb the wetlands, which have dimensional setbacks. This may need to go before the ZBA, so the sooner we have those numbers, the better.

Murphy: what have we heard from our fishing community and the locals as to their patience for this?

Skurski: I received many calls this spring basically inquiring if the boat launch would be available this year. I said no, but we have a time line for the project to hopefully begin next summer.

Milliken: who is in charge of maintaining the launch?

Chown: Peninsula Township.

Milliken: we have used the launch down at the south end. There are several major potholes where you pull your boat out that could result in a big problem. Sand has accumulated on the north side of the pull out.

Chown: it is important to contact the DNR and let them know. That is a DNR launch, and so is the launch at Bowers Harbor.

Dahl: have you looked at limiting the size of the boats launching at Kelley, so we do not have the big cigarette boats?

Chown: the DNR will not let us limit who can use the launch.

B. Bowers Harbor Expansion-Zebell

Zebell: Angie Bouma from the Grand Traverse Regional Land Conservancy has come out to Bowers Harbor Expansion and started inventorying the various plants, which should be completed by the end of summer. Once this is accomplished, Angie will help me stake out the various ecosystems. I do not have dates yet for the goats and Youth Works and I continue to work on arranging this.

C. Budget Update Fiscal Year 2024-2025-Skurski

Skurski: what we have is a partial report on budget performance year to date (see at end of minutes). We are not in any danger of hitting our budget limits currently. Wilkinson's contract of approximately \$11,000 is right on track. Please submit any compensation you have for serving on this committee. There has only been \$1,500 in repairs so far. Our biggest expenditure is going to be for signage and we want to make sure this gets done.

D. Correspondence from Kylee Haase "Events at BHP" June 17, 2024 (moved from consent agenda to business)

Skurski: Haase's letter is in regard to wanting to do free, outdoor workout classes for people at Bowers Harbor Park.

Cram: I did not find any restrictions in the park's ordinance. Under Section 4 of the township parks ordinance events for over 50 people must secure a permit from the township board. We need to contact Haase and have her tell us how many days and participants she is expecting. Under Section 5, the use of township parks section (e) states any person or entity with a permit shall be liable to the township and to all other lawful users of the township parks as indicated in this section. Item (m) says no commercial activity and only individuals who have received permits may engage in business activities within a township park.

Chown: we do not have a process in place. By the time the next park's committee meets will be in July and there is not really enough time to make a recommendation and get it in front of the town board. Would anyone like to attend the next township board meeting on July 9, 2024 and give an oral update? We need to get an email back to Haase and say we are interested. We need to know more. How many days a week would the class be held, do you have a specific day you would like to do this, and what time of day? I will check with our insurance agent regarding liability. The town board would like to see recommendations from the parks committee and this might be a good topic if this is something you choose to recommend after you gain more information.

Murphy: my concern with this request, even though it is free and a benefit to the community is if this becomes a township endorsed activity. I know there are child care groups that take the kids for walks in the park, they are not seeking permission and this is not a township sanctioned activity. There is no liability issue and they are doing this on their own accord. Do we want to get into the business of endorsing or making a recommendation from this body to the township board? I would be careful in saying this is a township endorsed activity as it lets in the question of township liability.

Zebell: I will write an email to Haase and include a copy of the park ordinance.

9. **Citizen Comments** None

10. **Committee Comments**

Zebell: There will be a working session right after the meeting to gather historical information for the township map and signage. I walked through Murray Park and took photos of the trail markers. This is a topic we can address at the work session. The primary topic is to gather historical information for the township map and signage.

Skurski: I received an email this week indicating the nets are up today at the shared tennis court. The goose lights were installed at Haserot Beach yesterday. Unfortunately, one of the bars on the lights has already been tampered with and bent. A different location will be tried, with better installation methods

Chown: phase one of the garden between the town hall and the township building has been completed. I will be sending out a call for volunteers to help complete this project.

11. **Adjournment:** Zebell moved to adjourn the meeting with a second by Milliken.

Approved by Consensus

Adjourned at 7:50 p.m.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/2024	AVAILABLE BALANCE	% BDG USE
Fund 208 - Parks Fund						
Expenditures						
Dept 751 - PARKS						
208-751-703.000	Per Diem	0.00	0.00	0.00	0.00	0.00
208-751-710.LIB	Liability Insurance	0.00	3,001.40	0.00	(3,001.40)	100.00
208-751-710.WRK	Workers Comp	0.00	101.44	0.00	(101.44)	100.00
208-751-715.000	Employer Social Security	0.00	34.42	11.47	(34.42)	100.00
208-751-726.000	Supplies	0.00	23.54	23.54	(23.54)	100.00
208-751-726.PRK	Park Signs	0.00	160.28	0.00	(160.28)	100.00
208-751-783.000	Seeding and Planting Services	0.00	0.00	0.00	0.00	0.00
208-751-801.000	Legal Fees	0.00	0.00	0.00	0.00	0.00
208-751-807.000	Audit Fees	0.00	0.00	0.00	0.00	0.00
208-751-818.000	Contractual Services-R Wilkinson	0.00	11,420.00	0.00	(11,420.00)	100.00
208-751-818.010	Recording Secretary	0.00	450.00	150.00	(450.00)	100.00
208-751-818.200	Contract Services	0.00	0.00	0.00	0.00	0.00
208-751-818.PLO	Plowing	0.00	2,510.00	0.00	(2,510.00)	100.00
208-751-855.DEQ	Noncom. Public Wat. Sup. Fee	0.00	0.00	0.00	0.00	0.00
208-751-881.000	Community Activities	0.00	0.00	0.00	0.00	0.00
208-751-900.000	Legal Notices	0.00	0.00	0.00	0.00	0.00
208-751-900.PNP	Printing	0.00	0.00	0.00	0.00	0.00
208-751-921.000	Electricity	0.00	181.59	91.35	(181.59)	100.00
208-751-926.000	Street Lighting	0.00	287.93	143.30	(287.93)	100.00
208-751-930.000	Repairs and Maintenance	0.00	1,550.00	0.00	(1,550.00)	100.00
208-751-958.000	Memberships and Dues	0.00	647.02	0.00	(647.02)	100.00
208-751-966.GNT	Haserot Boat Launch	0.00	0.00	0.00	0.00	0.00
208-751-966.KEL	Grant Cost - Kelley Park	0.00	2,002.00	0.00	(2,002.00)	100.00
208-751-967.BHP	Grant Costs-BHP EXPANSION	0.00	0.00	0.00	0.00	0.00
208-751-967.DTE	Grant Costs-DTE	0.00	0.00	0.00	0.00	0.00
208-751-970.000	Capital Outlay/MiscExpenditures	0.00	0.00	0.00	0.00	0.00
208-751-970.PKL	Capital Outlay-Pickleball Court	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - PARKS		0.00	22,369.62	419.66	(22,369.62)	100.00
TOTAL EXPENDITURES		0.00	22,369.62	419.66	(22,369.62)	100.00
Fund 208 - Parks Fund:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	22,369.62	419.66	(22,369.62)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(22,369.62)	(419.66)	22,369.62	100.00

Fund 208 - Parks Fund

GL Number	Description	2024-25 Amended Budget	YEAR-TO-DATE THRU 06/30/24	Available Balance	% Use
Expenditures					
Department 751: PARKS					
208-751-703.000	Per Diem	0.00	0.00	0.00	100.00
208-751-710.LIB	Liability Insurance				
04/09/2024 AP	EMC INSURANCE/2024-2025 LIABILITY INSURANCE		3,001.40	Vendor '0556'	
208-751-710.LIB	Liability Insurance	0.00	3,001.40	(3,001.40)	100.00
208-751-710.WRK	Workers Comp				
04/09/2024 AP	ACCIDENT FUND INS CO OF AMERICA/2024-2025 WORK COMP POL		101.44	Vendor '0246'	
208-751-710.WRK	Workers Comp	0.00	101.44	(101.44)	100.00
208-751-715.000	Employer Social Security				
05/10/2024 PR	SUMMARY PR 05/10/2024		22.95	357	
06/07/2024 PR	SUMMARY PR 06/07/2024		11.47	360	
208-751-715.000	Employer Social Security	0.00	34.42	(34.42)	100.00
208-751-726.000	Supplies				
06/12/2024 AP	GRAND TRAVERSE COUNTY/MAP OF TOWNSHIP PARKS		23.54	Vendor '0346'	
208-751-726.000	Supplies	0.00	23.54	(23.54)	100.00
208-751-726.PRK	Park Signs				
05/29/2024 AP	IMAGE360/BHP SIGNS		160.28	Vendor '0080'	
208-751-726.PRK	Park Signs	0.00	160.28	(160.28)	100.00
208-751-783.000	Seeding and Planting Services				
208-751-801.000	Legal Fees	0.00	0.00	0.00	100.00
208-751-807.000	Audit Fees	0.00	0.00	0.00	100.00
208-751-818.000	Contractual Services-R Wilkinson				
05/08/2024 AP	ROBERT WILKINSON/BLDG/GROUNDS MAINTENANCE - APR 2024		3,360.00	Vendor 'WI04'	
05/08/2024 AP	ROBERT WILKINSON/BLDG/GROUNDS MAINTENANCE - MAY 2024		3,360.00	Vendor 'WI04'	
05/15/2024 AP	ROBERT WILKINSON/PARKS TOILET CLEANING/MAINTENANCE - AP		2,350.00	Vendor 'WI04'	
05/15/2024 AP	ROBERT WILKINSON/ PARKS TOILET CLEANING/MAINTENANCE - M		2,350.00	Vendor 'WI04'	
208-751-818.000	Contractual Services-R Wilkins	0.00	11,420.00	(11,420.00)	100.00
208-751-818.010	Recording Secretary				
05/10/2024 PR	SUMMARY PR 05/10/2024		300.00	357	
06/07/2024 PR	SUMMARY PR 06/07/2024		150.00	360	
208-751-818.010	Recording Secretary	0.00	450.00	(450.00)	100.00
208-751-818.200	Contract Services				
208-751-818.PLO	Flowing	0.00	0.00	0.00	100.00
05/08/2024 AP	KLM LANDSCAPE/SNOW FLOWING 2023-2024		2,510.00	Vendor '0306'	
208-751-818.PLO	Flowing	0.00	2,510.00	(2,510.00)	100.00

Fund 208 - Parks Fund

GL Number	Description	2024-25 Amended Budget	YEAR-TO-DATE THRU 06/30/24	Available Balance	% Used
Expenditures					
Department 751: PARKS					
208-751-855.DEQ	Noncom. Public Wat. Sup. Fee	0.00	0.00	0.00	100.00
208-751-881.000	Community Activities	0.00	0.00	0.00	100.00
208-751-900.000	Legal Notices	0.00	0.00	0.00	100.00
208-751-900.ENP	Printing	0.00	0.00	0.00	100.00
208-751-921.000	Electricity	0.00	0.00	0.00	100.00
05/28/2024 AP	CONSUMERS ENERGY/ST LIGHTS/ELECTRICITY		90.24	Inv #: 'APRIL 2024' Vendor 'CO23'	
06/12/2024 AP	CONSUMERS ENERGY/ST LIGHTS/ELECTRICITY - MAY 2024		91.35	Inv #: 'MAY 2024' Vendor 'CO23'	
208-751-921.000	Electricity	0.00	181.59	(181.59)	100.00
208-751-926.000	Street Lighting				
05/08/2024 AP	CONSUMERS ENERGY/LED UPGRADE APR 2024		19.70	Inv #: 'APR 2024 LED' Vendor 'CO23'	
05/08/2024 AP	CONSUMERS ENERGY/ST LIGHTS/ELECTRICITY - APR 2024		47.66	Inv #: 'APR 2024 7377' Vendor 'CO23'	
05/28/2024 AP	CONSUMERS ENERGY/ST LIGHTS/ELECTRICITY		77.27	Inv #: 'APRIL 2024' Vendor 'CO23'	
06/12/2024 AP	CONSUMERS ENERGY/ST LIGHTS/ELECTRICITY - MAY 2024		77.30	Inv #: 'MAY 2024' Vendor 'CO23'	
06/12/2024 AP	CONSUMERS ENERGY/LED UPGRADE - MAY 2024		19.34	Inv #: 'MAY 2024 5987' Vendor 'CO23'	
06/12/2024 AP	CONSUMERS ENERGY/ST LIGHTS/ELECTRICITY - MAY 2024		46.66	Inv #: 'MAY 2024 7377' Vendor 'CO23'	
208-751-926.000	Street Lighting	0.00	287.93	(287.93)	100.00
208-751-930.000	Repairs and Maintenance				
05/08/2024 AP	ROBERT WILKINSON/BLDG/GROUNDS MAINTENANCE - APR 2024		180.00	Inv #: '1861' Vendor 'WI04'	
05/08/2024 AP	ROBERT WILKINSON/BLDGS/GROUNDS MAINTENANCE - MAY 2024		180.00	Inv #: '1862' Vendor 'WI04'	
05/08/2024 AP	KLM LANDSCAPE/SNOW FLOWING 2023-2024		440.00	Inv #: '19644' Vendor '0306'	
05/09/2024 AP	PARSHALL TREE CARE/TREE REMOVAL		750.00	Inv #: '26436' Vendor '0668'	
208-751-930.000	Repairs and Maintenance	0.00	1,550.00	(1,550.00)	100.00
208-751-958.000	Memberships and Dues				
05/28/2024 AP	MICHIGAN TOWNSHIPS ASSOC. (MTA)/MTA DUES 2024-2025		647.02	Inv #: '2024-2025' Vendor '0298'	
208-751-958.000	Memberships and Dues	0.00	647.02	(647.02)	100.00
208-751-966.GNT	Haserot Boat Launch				
208-751-966.KEL	Grant Cost - Kelley Park	0.00	0.00	0.00	100.00
05/08/2024 AP	BECKETT & RAEDER/KELLEY PK BOATING ACCESS SITE		2,002.00	Inv #: '2024402' Vendor '0268'	
208-751-966.KEL	Grant Cost - Kelley Park	0.00	2,002.00	(2,002.00)	100.00
208-751-967.BHP	Grant Costs-BHP EXPANSION				
208-751-967.DTE	Grant Costs-DTE	0.00	0.00	0.00	100.00
208-751-970.000	Capital Outlay/MiscExpenditure	0.00	0.00	0.00	100.00
208-751-970.PKL	Capital Outlay-Pickleball Cour	0.00	0.00	0.00	100.00

Fund 208 - Parks Fund

GL Number	Description	2024-25 Amended Budget	YEAR-TO-DATE THRU 06/30/24	Available Balance	% Used
Expenditures					
Department 751: PARKS					
Total - Dept 751		0.00	22,369.62	(22,369.62)	100.00
Total Expenditures		0.00	22,369.62	(22,369.62)	0.00
NET OF REVENUES AND EXPENDITURES					
		0.00	(22,369.62)	22,369.62	