

ATTACHMENT #1 TO TOWNSHIP BOARD MINUTES OF AUGUST 14, 2007

DATE: August 1, 2007

TO: Peninsula Township Board Members

FROM: Peninsula Township Parks Board & Ad Hoc Mission Pt. Lighthouse Committee

RE: Old Mission Pt. Lighthouse Proposal

The Ad Hoc Mission Pt. Lighthouse Committee met on July 17 to discuss the opening of the Lighthouse to the public in 2008. The purpose of doing this is to provide an educational, historical resource for the public to enjoy and to enhance knowledge and understanding of the area's history and cultural heritage.

It is therefore proposed that, the Lighthouse would be open on Thursday, Friday, Saturday and Sundays from 10 am to 6 pm beginning May 22 to September 15, 2008 with the option to extend into the fall color season if volunteers were available. Admission to the Lighthouse site, (through the current fenced gate) would be no less than \$4.00 per adult and \$2.00 per child (5-18), children 5 and under would be free. A membership program could be optional.

Parking Lot

At this time, the current parking lot at this site sits on State Land. Options might include: discussion with the State to determine if a fee could be charged by the Lighthouse group or development of a new parking lot on Township property for which a fee could then be charged. At this time now parking fees are proposed. It is suggested that the parking options be researched and a plan included in a 5-year strategic plan of the site.

Security

Without the presence of the year-round, live-in caretaker, security measures should be put in place to provide for the protection and preservation of the site from vandalism and destruction.

1. Volunteer Lighthouse Keepers Program (May-September, possibly April and Oct?)
2. Motion censored lights
3. Alarm system
4. Surveillance camera (real and dummy)
5. Local Law Enforcement daily security checks
6. Park Supervisor/Grounds & Maintenance person daily security checks

Lighthouse Building

The lighthouse would be sectioned into public and non-public areas. The public areas would include the entrance hallway into the lighthouse, two lakeside rooms, and the living room on the main floor as well as the entire second floor. The areas on the main floor will depict the time period of John and Sarah Lane (1881-1907), re-creating their life story and adventures at the Old Mission Light. The second floor would include displays on the other lighthouse keepers, area shipwrecks, local history and other maritime related subjects. Artifacts from the Peter Dougherty House would be used along with any other donations or items collected relating to the collections policy established by the Ad Hoc Committee in conjunction with the Peninsula Township Parks Board. In order to have the displays and exhibits ready for a May 15 opening, planning would need to begin no later than October 1, 2007. Over the winter months, the research and development would take place with installation during the month of April.

The non-public areas would include the rooms at the rear of the building. This space would be utilized by two volunteer lighthouse keepers who would live at the lighthouse for a one or two week stint. In order for the living quarters to be ready for live-in volunteer lighthouse keepers, planning would begin no later than October 1, 2007. Over the winter months or the month of April any upgrades or changes would take place with everything ready for keeper to move in for early May.

Gift Store

A gift store would be located in the small white building currently located on the property. Admissions to the property would be paid in the store allowing only one place for collecting money. The purpose of the gift store would be to raise funds to support the Old Mission Lighthouse's restoration, maintenance, preservation and operational efforts as well as the ongoing maintenance of Peninsula Township Parks.

The merchandise offered for sale shall be in keeping with the historic or maritime theme of the area and amenities such as water, snacks, etc. In order to maintain the historic atmosphere the following would be prohibited activities:

1. display of pictures, books, magazines or other products that do not relate to or enhance the mission of interpretation of local or maritime history or the cultural and historic aspects of the area;
2. fireworks of any kinds, firearms, air guns, sling shots, bows and arrows;
3. installation of mechanical rides, pin ball machines, coin-operated amusement machines or similar devices;
4. sale of alcohol beverages or tobacco products;
5. or gambling.

Volunteer Lighthouse Keeper Program

The primary responsibilities of volunteer lighthouse keepers would be to greet visitors and provide them with historical information about the lighthouse and museum. They also would work in the gift store. In addition, under the supervision of the Park Supervisor/Grounds & Maintenance person, they would help with general maintenance of the buildings and grounds. The Keeper Program would run between May and September 15, with the option to extend into October for the fall colors, if there was interest. There would be a fee to participate in this program. This fee should be no less than \$195 per week per person. The program would be modeled after the Keeper's Program at Grand Traverse Lighthouse Museum (GTLM).

Funds Collected from Lighthouse Admissions and Gift Store Sales

The funds generated from admissions, gift store sales, or donations would be used for the support of the Mission Pt. Lighthouse's restoration, maintenance, preservation and operational efforts as well as the ongoing maintenance of the Peninsula Township Parks system. All income and expenses would go into the Peninsula Township Parks Improvement Fund. Expenses would be paid from the Park Improvement Fund and/or Township funds. Financial arrangements to be determined by prior agreement by the Township Board, Park Commission and other parties of interest.

Other thoughts

In order to accomplish everything that needs to be accomplished and maintain proper fiscal and historical standards, policies, procedures and a strategic plan would need to be put in place. Documents might include:

1. Development of a "Friends Group" that has non-profit status
2. Mission Statement
3. 5-year Strategic Plan
4. Insurance Policy
5. Volunteer Handbook (policy/procedures)
6. Gift Store Handbook (policy/procedures)
7. Collections Management Handbook (policy/procedures)
8. Donation Policy
9. Special Events Policy
10. Emergency Handbook
11. Volunteer Lighthouse Keeper Handbook
12. Budget and Fiscal Procedures

Addendum to Old Mission Pt. Lighthouse Proposal

Per the request and unanimous motion of the Peninsula Township Parks Board on August 1, 2007, the following addendum is added to the Ad Hoc Mission Pt. Lighthouse Committee's proposal. This proposal and addendum will be sent to the Peninsula Township Board of Directors for discussion and approval at their August 14, 2007 board meeting.

The addendum points are as follows:

1. A permanent home must be built near the Old Mission Pt. Lighthouse for a caretaker to line in and provide security 365 days per year.
2. A gift shop is necessary.
3. The garage at Haserot Beach must be updated for park usage.