

**Peninsula Township Park Commission  
Township Hall  
January 4, 2017 - 7 pm**

Meeting called to order at 7:00 pm by Anne Griffiths.

**Present: Anne Griffiths, Jon Andrus, Mike Skurski, John Snow, Gary Cornell.**

**Also Present:** Rachel Mavis (recording secretary)

**Approve Agenda**

**Skurski** - the treasurer's report will not be available.

**Snow** - The office manager pointed out that the last item was listed as I, but it should be G.

**Motion by Andrus / Skurski** to approve agenda as amended. **Motion passed.**

**Citizen Comments (items not on agenda)**

none

**Conflict of Interest**

none

**Consent Agenda**

- a. Correspondence (if any, as provided in packet)
- b. Approve minutes for December 7, 2016 and December 28, 2016 meetings
- c. Invoice List approval

**Griffiths:** There are a couple of changes to the invoice list, including the Cavender invoice and the invoice for the security system. She paid Steve Cavender herself and would like to be reimbursed. The amount for the security system isn't there, so that will need to be moved to business.

**Skurski:** The invoice list will be held until I can get your canceled check. **Griffiths** will get that information to him.

**Motion by Skurski / Andrus** to approve consent agenda as amended.

**Business**

- a. Discuss and approve bathroom remodeling proposal

**Griffiths:** Ginger, since you've been point person on this, do you have a recommendation on this?

**Schultz:** When the remodel originally was brought up, she contacted David - he had done previous work at the lighthouse. He came out and put together a quote back in October. She brought it to the meeting in November and the board wanted to continue discussion about the remodel. At the December meeting, 3 quotes were requested. She contacted contractors on the peninsula to see who would bring a quote and only heard back from 2. Neither of them followed through on meeting with her. She has an additional quote from Bob and one from her husband so that she had three for the meeting. She favors David because of his attention to the project and his previous work. There may need to be some flexibility within it based on what they find.

**Andrus:** Which bid is your husband's? (Schultz Contracting) We can't accept that one. Township rules don't allow anyone affiliated with the board to bid on projects. What did you (Mike / John) find when you went out there?

**Snow:** It definitely needs work done. Carpet is inappropriate in that situation. The carpeting may have been put down to hide flaws, so I'm not sure what we'll find when we pull that out. It's at the point where it needs a redo. We expect people to live out there and work out there and it should be at least comparable to a moderately priced hotel, which it is far below right now.

**Skurski:** It's a poor set up right now. It's leaking around the shower - there are going to be problems around the shower. Carpet doesn't belong in the bathroom. The plumbing looks adequate. The cabinetry is not very useful. The one thing that is missing from the bid is that we looked at the dryer outlet - the hose is a potential fire hazard. It needs to be re-routed and have solid piping used. I think we have a pretty good outline of what we need to do. It's definitely worth doing.

**Andrus:** He didn't make it out there until today, and no one was there. People keep mentioning what else we might find once we get started. If it was closed, why didn't you pull up a corner of the carpet to see what we are dealing with? I don't see drywall on this bid. If you pull up the carpet and find tile underneath, why do you need to replace it? What kind of flooring is underneath the carpet?

**Skurski:** My assumption is that the flooring underneath is the same as the other flooring in the rest of the building.

**Snow:** I think we didn't pull anything up because we assumed our role was to inspect it, not break it before we fixed it.

**Bob:** As far as looking at the subflooring, you can tell from looking underneath that it's in reasonable condition. We may find another layer of carpet or tile underneath.

**Griffiths:** Do we proceed or delay?

**Andrus:** If we accept a bid, how are we going to deal with any hidden problems? When I give a bid, it says on the bottom that if there are any hidden problems, it will be discussed. We can't take the contract and change it if we find any issues.

**Griffiths:** Do you have a suggestion? **Andrus:** Ideally, we'd find out what we're dealing with before we accept a bid.

**Ginger:** What if you base it on an amount?

**Griffiths:** I need some resolve here. Do we want to go forward?

**Skurski:** If we look at what they've submitted, we have no recourse on change. I think there are two pieces that are lacking - maybe they are assumed. The dryer reroute and the surround drywall replacement aren't included.

**Ginger:** When I showed this to David, we discussed drywall and he's going to cut it out and not pull the surround (which would tear the drywall).

**Andrus:** Whoever gets this bid will go in and start removing things. If they find problems once they remove things, how are we going to address it? You can't wait for us to come back to a meeting in February to address it. We need something in here to state that if he finds a problem, we can

**Griffiths:** Would you feel comfortable providing us with some verbiage.

**Andrus:** I'd like to see at least two members of this board involved if there's a problem, then addressing it. Then the rest can be contacted and it can be addressed. If we chose a bid tonight, when can he start?

**Ginger:** He was back in contact with me within a few days when I called him for the other bids, so I think he would act on it as soon as he can.

**Motion by Andrus / Skurski** motion to accept D&M's proposal with stipulation that if upon deconstruction, he finds a problem and he calls John and Gary, we'll go up to \$750 more. Beyond that, we'll call a special meeting. Roll call. **Motion passed.**

**Skurski:** Who is going to be out there managing the project? Is that part of the lighthouse manager's job? The contractor can notify her of any issues.

**Ginger:** If we accept his bid and he needs a deposit, can we get a check?

**Skurski:** Assumption is yes.

**Andrus:**

b. Treasurer's report  
(Not ready yet.)

c. Update on Bowers Harbor Expansion - Shipman/Snow

**Snow:** Susie Shipman wanted to be here, but couldn't. The next committee meeting is Thursday, 1/12 in the township conference room. There will be a Bowers Harbor park public meeting Thursday 2/23 at 7 pm here at the township hall. Meg has now dropped off the advisory committee - she recommends Lee Gardner as a replacement for Meg.

**Motion by Snow/Skurski** to accept Lee Gardner as a member of the Bowers Harbor expansion committee.

**Griffiths:** Has Lee been involved up until now? (Bob - yes.) **Motion passed.**

d. Lighthouse insulation report

**Griffiths:** It looks good to her. Bob agrees - they did a good job.

e. Maintenance report - Wilkinson

**Bob:** There is not much to report. He replaced a few rotten floorboards in the lighthouse tower. He'd like to discuss the ordering of the new materials for the picnic tables, but since there's not a treasurer's report, that can wait.

**Skurski:** We have to have a report by next month, because we need a budget by April. He will ask for a meeting between the treasurer and clerk to set timeline and get this done.

f. Lighthouse Manager report - Schultz; arrange for credit, etc.

Ginger: The lighthouse is closed right now. She's handling work with the keepers. They've counted inventory and are working on the reports for that. She has been managing the maintenance issues. The security system is now up and running and working well. There's a lot of maintenance and upkeep to do before they reopen in May.

Gordon: He got notice under the lighthouse assistance grant - there has to be a decision on the sidewalk as to whether or not we'll build the south sidewalk. He just got this today, but under the grant, two things have to happen this month - they have to appoint a new coordinating person for the grant. (Claire was doing it before she left.) He had emails and a call today from Joelle, who is in charge of the grant. They need a decision by the 23rd of this month on the sidewalk and whether or not we'll continue to build it. Under the grant agreement, the sidewalk has to be built by March 30th, which won't happen. They'll extend the grant agreement if necessary.

**Griffiths:** I'm confused, because I was under the impression the grant money was used.

Gordon: I just know that if we don't do something by the 23rd, we won't get any money. It's an important issue.

**Griffiths:** The grant was for \$60,000. We went over. The understanding was that we would finish the sidewalk, but would have to do it out of our own sidewalk.

Gordon: They will extend the time period if we are going to do it. It can be deleted from the grant, but I don't see any reason to.

**Griffiths:** The definite plan is to do the south sidewalk. If you need help with the paperwork, I can do that.

Gordon: I need a formal motion that you want to finish the south sidewalk and extend the grant.

Bob: It was under his understanding that the sidewalk would be eliminated from the grant so that the grant would be paid now, then the sidewalk would be extended on our own tab. It was my understanding that we can remove it without changing the amount of the grant. If we extend it, we won't get a dollar until the sidewalk is done. We're going to have to foot the bill for the sidewalk anyway.

Gordon: That makes sense to me. If you can make a motion that it's still built to their standards that will work.

**Motion by Griffiths/Cornell** to remove the sidewalk from the grant contract and build the sidewalk out of the township budget to their standards. **Motion passed.**

g. Discuss security system purchase

**Griffiths** had permission to move ahead with security system - there is no contract, and the total price came to \$478.

**Griffiths:** Are there keepers out there now?

Ginger: Yes. The next one is January 19th. If we're under construction with the bathroom, they won't come.

**Griffiths:** The best way to see it is to go out there, so just call Ginger (each board member given her card).

**Skurski:** Are they sending you an invoice? Ginger - yes. **Skurski** will talk to the clerk about paying the recurring monthly bills.

**Griffiths:** Is there any clarity on how to get you (Ginger) a better system for getting bills paid?

Ginger: No. I will have to have you (Griffiths) sign off on things in order to use the credit cards for different businesses (such as Staples). Also hasn't been paid from last month's bills.

**Snow:** That seems inefficient.

**Andrus:** It might be, but that's how it is.

**Skurski** would like to see blanket approval for Ginger to purchase things, instead of having individual items approved. He will work on writing an agreement between the Park Commission and financial office and work with the clerk's office on that.

### **Citizen Comments**

Audience member: What's the story with the budget? This isn't the first meeting I've been at where things don't seem clear.

**Skurski:** I'd ask you to call the treasurer for the revenues and the clerk's for the expenditures.

### **Board Comments**

**Cornell:** Where does the extra money that the lighthouse is making go?

**Skurski:** The funds are picked up by the township treasurer. The treasurer's office takes that money (cash and receipts) and logs it into the accounting system. It should show up on our budget performance report. That hasn't been

done since September. Even in September we had a significant misalignment in what we were seeing. We should be able to catch up, since we're not giving them any receipts right now. We need the big picture right now.

**Motion by Andrus / Cornell** to adjourn. Meeting adjourned at 8:02 pm. Motion passed.