

**PENINSULA TOWNSHIP PARK COMMISSION
REGULAR MEETING
January 6, 2016**

Meeting called to order at 7:00 p.m.

PRESENT: Sanders, Skurski, Griffiths, Shipman and Andrus

ALSO PRESENT: Bob Wilkinson, Buildings and Grounds; **Ginger Schultz**, Lighthouse Manager and **Deb Hamilton**, Recording Secretary

ABSENT: None

APPROVE AGENDA

Sanders asked to strike the invoice for Celia Villac. The invoice will be presented when training is completed.

MOTION: Shipman/Skurski to approve agenda as amended.

MOTION PASSED

BRIEF CITIZENS COMMENTS – FOR ITEMS NOT ON THE AGENDA

None

CONFLICT OF INTEREST

None

CONSENT AGENDA

A. Minutes from last meeting December 2, 2015 & December 9, 2015

B. Treasurer's Report

Skurski said within spending expectations. No fund balances from Clerk at this time. To date the lighthouse gift shop is running a profit of \$17,100. Recommends the Commission review the budget report and think about issues to address next year. **Griffiths** said not sure if National Restoration project included screens.

C. Invoice approval including National Restoration \$44,010 and \$70 for Michigan Retailers Association membership dues.

MOTION: Shipman/Griffiths to approve the consent agenda as presented.

Roll Call Vote: Andrus-yes, Griffiths-yes, Shipman-yes, Skurski-yes and Sanders-yes

MOTION PASSED

BUSINESS

A. Follow up Haserot; follow up Pelizzari

Sanders said at a Special Meeting the Commission looked at cost estimates from Fleis & VandenBrink and Gourdie-Fraser for project at Haserot. The Commission voted on selecting Fleis & VandenBrink as long as it was approved by the Township. The Township responded that in 2009 the Township Board entered into a contract with Gourdie-Fraser to act as the township engineer of record. All engineering services should be completed by Gourdie-Fraser. Also legal services should be completed by the attorney of record – Young, Graham, Elsenheimer & Wendling.

Shipman said has letter to go to the Township Board regarding the damage to the trees at Pelizzari.

B. Lighthouse Manager

Ginger Shultz, Lighthouse Manager, said she took over as the Lighthouse Manager the second week of December but officially this week. Shultz has been meeting with Celia Villac reviewing the duties of the manager.

C. Lighthouse Friends Report

Ellen Kerr, 14548 Bluff Rd., President of Mission Point Lighthouse Friends, said the Friends group in conjunction with Bowers Harbor Vineyard are sponsoring a contest to design a wine bottle label for the first ever Mission Point Lighthouse wine.

D. Celia Villac Contract

Sanders said she has descriptions of duties and will provide to the Commission.

E. Begin Budget Planning for next fiscal year

Sanders said Skurski and Sanders will be meeting with the Township Clerk on February 22nd to start the budget process. Items that need to be addressed please get distributed prior to that meeting. **Griffiths** asked to meet before February 22nd to go through the budget line by line. **Skurski** said review budget right after the next regular meeting or have a special meeting for just the budget issue. There was Commission consensus to schedule a meeting January 27th and 28th to review the budget line by line.

Citizen Comments

Wilkinson reviewed the quote from Grand Traverse Grand Stands for the bleachers. \$3,500 was approved for this project but that was when it was four bleachers but it is five. **Wilkinson** would like to put two new garbage cans on the mutt mitts posts at Bowers Harbor Park. The cans are \$90 apiece. **Andrus** asked how many picnic tables need to be resurfaced. **Wilkinson** said maybe six at Bowers Harbor and two at Archie Park. There was discussion about aluminum, composite and wood. **Sanders** said the bleachers and the doggie waste cans can be done this year and budget for the picnic tables next budget year. **Wilkinson** said the tennis courts nets will need to be replaced and plan on budgeting for tree removal.

Board Comments

Shipman said the bleachers are regular maintenance items and have the money in the budget. **Sanders** said all aluminum products and the doggie waste cans will be handled at the January budget meeting.

Shipman said under the Rental Expenditure \$1,500 was budgeted. The entire amount of the Big Jon lease of \$6,000 was paid under this expenditure. Proceeds from the sale of the Parks equipment was supposed to supplement this.

Meeting adjourned at 7:39 p.m.

Respectfully Submitted,
Deb Hamilton, Recording Secretary

These minutes stand to be approved at the February 3, 2016 Meeting.