

MEETING NOTES FOR MINUTES

PENINSULA TOWNSHIP

PARK COMMISSION

SPECIAL MEETING

Location: Peninsula Township Conference Room

Date: January 22, 2018

1. **Call to Order** at 1:30 PM by Griffiths, Chairperson
2. **Pledge of Allegiance**
3. **Roll call:** Present - Griffiths, Chairperson, Atkinson, Skurski, Snow, Schultz, Mission Point Lighthouse Manager, Heller (citizen); Absent Cornell
4. **Approve Agenda** Skurski moved, Atkinson second: Passed 4/0
5. **Brief Citizen Comments for Items Not on the Agenda** None
6. **Conflict of interest** None
7. **Consent Agenda Motion** to approve consent agenda-Snow, second-Atkinson Passed 4/0

8. Business

A. Commission will go into closed session for a personnel issue

Snow states that in order for the meeting to go into closed session regarding a personnel issue, the person being discussed has to agree. Schultz agreed to the closed session.

Action-Motion Snow moves that commission go into a closed session. Skurski second. Passed 4/0

The Commission went into closed session at 1:40 PM.

At 3:05 PM Snow moves that the closed session end. Atkinson second. Passed 4/0

There was a discussion about the language of the Lighthouse Manager's Job description. Griffiths pointed out missing items. Skurski stated this had been the document used over the last 2 years and there were only minor issues. The job description is part of the contract and needs to be accepted as historical or rewritten. Snow calls for a vote to accept the contract as written.

Action-Motion Snow moved that the goals and contract for the Lighthouse Manager be approved. Skurski second. Passed 3/1 Griffiths opposed

Action-Motion Atkinson moves that the evaluation of Schultz conducted in closed session be approved. Second by Skurski. Passed 4/0

B. Commission in open session will plan budget for this year- Skurski

The township has not been given any dates yet as to when the budget is due. Skurski presented the budget as it stands up to third quarter of 2017. The commission began the process of going over the items in the budget line-by-line. Skurski record of budget specifics is to become part of these minutes.

Action-Motion Skurski moved that commission meet January 30, 2018 at 9AM. Each commissioner is to bring Maintenance and Project budget recommendations for their specific parks. Atkinson second. Passed 4/0

9. Citizen Comments None

10. Board Comments None

11. Adjournment

Action-Motion: Moved by Griffiths and supported by Atkinson to adjourn the meeting at 3:45 PM. Motion passed 4/0

Lola Jackson

Recording Secretary