

**PENINSULA TOWNSHIP PARK COMMISSION**  
**Regular Meeting**  
**Township Hall**  
**February 7, 2018, 7:00 p.m.**  
**Minutes**

1. **Call to Order** by Griffith at 7:00pm
2. **Pledge**
3. **Roll Call:** Present—Skurski, Griffiths, Snow, Atkinson Absent-Cornell, Saunders

4. **Approve Agenda**

**Griffith** asked if there were any chances to the agenda. **Snow** noted that this was an amended agenda. **Skurski** asked if several invoices might be added to the agenda. In reviewing the new invoices, **Griffith** objected to several invoices under “supplies” and “maintenance”. These included chairs and a fan for the lighthouse.

**Griffith** said that these items are inappropriately categorized. **Skurski** withdrew the invoices for consideration. **Skurski** moved to approve the amended agenda without the addition of the new invoices; seconded by **Snow**. **Passed unam**

5. **Brief Citizens Comments:**

Joanne Westphal, 12514 Center Road, asked the Commissioners what was an “excused” and “unexcused” absence for a member of the Commission. **Griffith** replied that he was on an extended vacation; this was never defined in terms of appropriateness for the Park Commission. Westphal again asked if Cornell was “excused” or “unexcused”. **Griffith:** He has gone south for the winter, 4 months. **Snow:** actually three months. Westphal: when a person runs for elected office, it is generally understood that they are here for all 12 months. **Griffith:** we lack rules on this. Westphal: so is he excused or not excused; are we paying him for not attending? **Griffith:** no one gets paid unless they attend a meeting because we have to turn in sheets to the Clerk’s office for our attendance stipend. If you are not here, you cannot turn your sheets in. We are not paying him for his office if he is absent.

6. **Conflict of Interest:** None.

7. **Consent Agenda**

**Any member of the board, staff, or the public may ask that any item on the Consent Agenda be removed and placed elsewhere on the agenda for full discussion.**

**Griffith:** There was no correspondence in the packet. She asked for a motion to approve the minutes of 1/22/18 and 1/30/18 meetings, the Treasurer’s report, and the invoice list, minus the new invoices. **Snow** moved to accept the consent agenda, minus the modified invoice list; **Atkinson** seconded. **Passed unam**

**Griffith** suggested moving the invoice list down to the Business section. No motion was made or seconded, but consensus was expressed by most members of the Commission. It became the first item under “Business”.

8. **Business**

**A. Modified invoice list (Skurski)**

**Skurski** handed out the new invoice list, and stated that the new additions to the invoice list are marked in green; one invoice is in error (Invoice #1730 Security Sanitation). This invoice goes routinely to the Clerk’s office. The three new invoices involve cost for split rail fencing at the Bower’s Harbor Extension (\$2850); packaging items for the gift shop (\$129); and Lighthouse Fund account (\$1729) for improvements in the building and signage. The rest of the invoices can be found in your original packet. Spending for the month is about \$7500. **Griffith** expressed concern

about ceiling lights, fan, and chairs for the lighthouse keeper's quarters were never approved. **Griffith:** we never approved furniture. **Skurski:** we normally do not require a request for purchases under \$500. **Griffith and Commissioners:** continued the discussion on where the items fit within the budget, since the chairperson expressed concern that they were being listed as a "supply". It was agreed that the Commissioners would re-examine the general ledger and create a more appropriate expenditure line for items of this nature. A motion by **Snow** to approve the modified invoice listed was seconded by **Atkinson**. The motion was approved by voice vote 3:1, with **Griffith** voting "no". **Skurski:** There was a second list of invoices in your packet that fall under the category of "annual dues and marketing". This list was moved for approval by **Skurski**; seconded by **Atkinson**. **Passed 3:1 (Griffith)**

**B. Open bids for repairs on Bowers Harbor tennis courts.**

**Atkinson:** Three bids were received for repair of cracks on two tennis courts at Bowers Harbor Park, which included re-lining and re-painting. Bids went out in late December with a Feb 1 deadline. No movement of any of the equipment, fencing, or posts was a part of the bidding process. All bidders had certificates of liability. The three bids were: Bid #1, covering items 1-7, \$13,000; Bid #2, covering items 1-7, \$10,500; Bid #3, covering items 1-8 (8 involving movement of posts), \$14,600, and items 1-6, \$10,000. One bidder included leveling, but it was unclear what this was since it was not a requirement of the project. **Atkinson** made the motion to accept Bid #2; **Skurski** seconded the motion. Roll call vote.

**Passed unam**

**C. 8/19/18 Triathlon request for use of Bowers Harbor Park**

Tricia Davies, 15613 Upper Birch Ln, TC, presented the request for using Bowers Harbor Park, as a staging site for the Bayshore Triathlon. She stated that there would be no changes in the venue from last year, and this was the 10<sup>th</sup> year for the event. The race runs from 8-noon; clean-up of the park will occur 3:00 pm. Two portable-potties at the park and one on the route will be furnished by the club. Permits from the various agencies have been either received or in process already. The activity locations start at Bowers Harbor (swim); biking will follow a designated route on the peninsula; and the run finishes at Bowers Harbor Park. This event is sanctioned by the U.S. Triathlon Association. **Atkinson** moved to approve the request for the use of Bowers harbor Park for the annual Bayshore Triathlon; **Skurski** seconded.

**Passed unam**

**D. 2018 Peninsula Township Recreation Plan**

**Snow** talked to the Township planner, and minor changes are being made by the Town Board to make to document more suitable for grant applications. The Town Board is scheduled to review and approve the plan at the next Town Board meeting on February 13.

**E. Budget planning for 2018-2019**

**Skurski** outlined the budget revenues and expenditures for the various general ledger lines for the parks, lighthouse, and lighthouse gift shop. **Atkinson** suggested a final meeting on the budget before the end of the fiscal year, which occurs on March 31, 2018. **Skurski** agreed with the suggestion. **Griffith** inquired if the Park Commission has practically viewed the expenditures for the end of the year. **Skurski** answered yes. **Griffith** asked if there were adequate tables and grills at all the parks. The other Commissioners and Bob Wilkinson thought that there were. **Snow** observed that the tops of the trash cans at Lighthouse Park were very expensive but necessary because of raccoons. This problem does not occur at other parks. **Griffith** said she wanted the Commission to look at the big picture for all the parks in terms of quality equipment and maintenance. She observed that she wants to "make all the parks equally attractive". **Atkinson** recommended that the Commission not moving on the budget tonight, but to wait until next week to finalize it, which will be on Tuesday, February 13, at 1:00 pm.

**F. Lighthouse Manager's Report**

Ginger Schultz, the light house manager, reported that sealing the parking lot cost \$2675.00. She also requested a new tablet that will be used for sales at the lighthouse gift shop. Maintenance cost will be \$80.00/month/2 tablets on our Verizon account. She would like to order a new smart phone, which will cost \$25-30/month for maintenance, from Verizon. **Snow** moved to approve the purchase of the smart phone, which was seconded by **Atkinson**.

**Passed unam**

Schultz said that she will get the cost for the new tablet, so she can have them ready for use in March, 2018. She reported that a new flush toilet, restroom facility in Ludington was recently built for \$300,000, and that grant monies were available from the DNR for this type of facility. The due date for the grant application is March 15, 2018. In terms of lighthouse maintenance, she said that the wood floors have been refinished and that she was currently painting the walls of the gift shop. No report on the Michigan Lighthouse Conference - May20, 2018 to May 22, 2018, was given.

**G. Maintenance Report**

**Wilkinson** reported that he was working on the front door of the lighthouse. He reminded the Commission that his maintenance contract expires at the end of the fiscal year, and therefore, needs to be on the next Park Commission agenda. He recommended that this contract be coordinated with the Town Board. Don Atkinson was appointed to coordinate maintenance contract with town board. Work that still needs to be done includes windows on the storage building at the Lighthouse and shingles in the spring. **Atkinson** suggested an addition large buoy at Haserot Beach to separate swimming from boating. **Wilkinson** recommended several smaller buoys instead because they are less buoyant and likely to move when large waves move into shore

9. **Citizen Comments:** None

10. **Board Comments:** None

11. **Adjournment:** Snow moved to adjourn the meeting; Atkinson seconded.

**Passed unam**

The Commission adjourned at 8:54 pm.

Respectfully submitted,

Joanne Westphal, Clerk and Recording Secretary

Peninsula Township has several portable hearing devices available for audience members. If you would like to use one, please ask the clerk.