

PENINSULA TOWNSHIP PARK COMMISSION
Special Meeting
Township Hall
March 14, 2018 - 5:00 p.m.

Amended Agenda

1. **Call to Order**
2. **Pledge**
3. **Roll Call**
4. **Approve Agenda**
5. **Brief Citizens Comments**
6. **Conflict of Interest**
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.

Correspondence (if any provided in packet)

Approve Minutes of 2/13/18 special meeting

8. Business

- A. Treasurer's report and invoice list approval - Skurski
- B. July 1, 2018 Bowers Harbor Park Pavilion Reservation - Snow
Old Mission Peninsula Education Foundation
- C. June 24, 2018 Lighthouse Park Reservation - Griffiths
Old Mission Peninsula Historical Society
- D. Submission of a Michigan Natural Resources Trust Fund Grant application
Atkinson
- E. Lighthouse Manager's Report - Schultz
- F. Lighthouse Management - Griffiths
- G. Maintenance Report - Wilkinson
- H. Budget Planning for 2018-2019 - Skurski

9. Citizen Comments

10. Board Comments

11. Adjourn

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



John Snow, Secretary
Peninsula Township Park Commission

Posted: March 13, 2018 3:30 p.m.

PENINSULA TOWNSHIP PARK COMMISSION
Special Meeting
Township Hall
February 13, 2018, 1pm
Minutes

1. **Call to Order** by Anne Griffith at 1:00 pm
2. **Pledge**
3. **Roll Call:** Present-Griffiths, Atkinson, Snow, Skurski Absent: Cornell, Saunders
4. **Approve Agenda:** Snow motion; seconded by Skurski Passed unam
5. **Brief Citizen Comments:** None
6. **Conflict of Interest:** None
7. **Consent Agenda:** Snow questions whether there will be a regular meeting next month since it is unlikely that the Commission will have a quorum. Skurski moves to add the question to the business part of the agenda as Item G; Snow seconds. Passed unam
8. **Business**
 - A. **Payment for Michigan Lighthouse Alliance Conference.** Skurski reported at the last regular meeting that there were a number of invoices involving members and conferences that he withheld from submittal to the clerk's office. The purpose was to have the invoices register on FY2018-19 in April. This conference was one of the invoices in the group. Skurski felt it would not affect attendance at the conference for Ginger. Skurski makes a motion to move the invoices to FY 2018-19; Snow seconds. Passed unam
 - B. **Park Maintenance Contract.** Snow reported that the maintenance contract will expire on March 31, 2018. Skurski asked for assist in managing this contract since he will not be here over the next three weeks. Atkinson indicated that he would be willing to oversee the hiring. Skurski encouraged the Commission to advertise jointly with the Town Board for the position and to do it soon because of the upcoming FY2018-19. The contract goes out to bid and has to be advertised in the classifieds.
 - C. **2018 Peninsula Township Recreation Plan.** Skurski reported that the Park Master Plan will be up for discussion at the Town Board meeting tonight, and all commissioners are invited to attend to answer questions. No substantive changes have been made to the document. Skurski stated that the Commission could amend it later if needed.
 - D. **Grant application for National Endowment for the Humanities (NEH).** Snow reported that a grant application was received by Ginger from the NEH, to improve buildings, etc. It appears that it could be used for improvements, like toilets, at the lighthouse park. The Planner wants to look into it further. The County Health Department needs to be engaged in this effort as well. A key person from the Commission needs to take the reins on this. Snow will take the lead on this.
 - E. **Swim Buoys for Haserot Park.** Snow presented a suggested plan for providing buoys at Haserot. Wilkinson recommended buying the buoys as soon as possible. Snow made a motion to purchase two buoys not to exceed \$500.00, including shipping. Atkinson seconds. Passed unam
 - F. **Budget planning for 2018-19.** Skurski presented the current proposed budget for the FY 2018-19 to the Commissioners, and reviewed most of the line items in the budget. He reported

working with the Clerk's and Treasurer's office on it. A discussion ensued on various line items in the budget. Skurski was confident that the budget will be accepted in its current form with only minor changes. He encouraged the group to provide additional information in the margins of the excel sheets to justify the items. A lot of the items are reoccurring expenses. Skurski went through a number of items in the budget, and he requested the commissioners to prioritize items in the budget. Resurfacing the tennis courts, roof, and lighthouse windows are the top priorities in the budget. Discussion of expenditures relating to the lighthouse took place.

G. March meeting. The commissioners agreed to meet on March 14, 2018, at a special meeting on the budget at 5 pm; the regular Park Commission meeting will occur at 7 pm. (This is different from the regular scheduled meeting for the Park Commission).

9. Citizen comments. None.

10. Board Comments. None.

11. Adjournment.

OLD MISSION PENINSULA HISTORICAL SOCIETY
LOG CABIN DAY
SUNDAY, JUNE 24, 2018

February 11, 2018

Peninsula Township Park Commission
13235 Center Rd.
Traverse City, MI 49686

Dear Park Commissioner:

On behalf of the Old Mission Peninsula Historical Society (OMPHS), we request the use of Lighthouse Park on Sunday, June 24, 2018 for the State-wide Annual Log Cabin Day celebration. We are pleased to note that 2018 will mark the 20th year for the Log Cabin Day celebration at this park.

Usage to include: Hessler Log Cabin to be open to the public, the Mission Point Lighthouse for tours, the yard and immediate grounds around the above structures, parking area(s), and restroom facilities. Over the years we have been blessed with sunny weather, but would like to retain the option of using the garage and/or former concession stand in case of inclement weather.

This is essentially an all-day event. Canopy pop-up tents are put up for the crafters and demonstrators, the log cabin is opened for viewing, lighthouse tours are given, and activities take place from 11:00 AM to 3:00 PM, with takedown and cleanup immediately following.

As in the past, there will be no charge to the public or participants to attend the event, except for touring the lighthouse. Traditionally, the OMPHS staffs an admission table and maintains a presence in the lighthouse, and retains the proceeds from admissions during the hours of the event. We wish to continue with this practice. This will be between 10:00 AM to 3:00 PM.

We would like to continue to offer snacks and beverages for donations as we have in years past. It is also one way we can show our appreciation to the crafters, demonstrators, and volunteers who participate in the event.

A Special Event Application is enclosed. As in the past, we request that the Park Commission continue waiving the fee for use of the park on this day.

We appreciate your consideration of this request. We look forward to working with you in this annual celebration.

Sincerely,



Laura Johnson

Log Cabin Day Committee

Old Mission Peninsula Historical Society

3464 KROUPA RD. * TRAVERSE CITY, MI * 49686
PHONE: (231) 223-7400

Peninsula Township Special Event Application

Please fill this application out completely, read the attached documents, and sign and date at the bottom.

1. Applicant: Name Old Mission Peninsula Historical Society
Address: Laura Johnson, 3464 Kroupa Rd.
Traverse City, MI 49686
Phone Number(s) (231) 223-7400
Email address LJohnson@acegroup.cc
2. Date of Your Event Sunday, June 24, 2018
3. Type of Event Log Cabin Day
4. Number of People You Are Expecting N/A Open to Public
5. Park You are Requesting to Use Lighthouse Park
6. Will you be bringing in tables, chairs, etc? yes no
7. Please Describe any Other Details of Your Event :

See letter - attached.

Proof of liability insurance to be provided to the township clerk before the event.

8. Read the attached information specific to the Park that you are requesting to use and the attached Peninsula Township Park Regulation Ordinance No. 5.

I have read Ordinance No. 5 and the specific regulations regarding Bowers Harbor Park / Mission Point Lighthouse Park (circle one) and agree to the terms therein.

Laura Johnson
Applicant Signature President omphts

Laura Johnson
Printed Name

2/11/2018
Date

(231) 223-7400
Contact Phone

For Peninsula Township Official Only	
Next Park Commission Meeting _____	
Approved / Denied (with reason)	

Chairman- Park Commission _____	Date _____