

Peninsula Township Park Commission  
Special Meeting Minutes  
March 21, 2018, 11:00 a.m.

**1. Call to Order** by Griffiths at 11:00 a.m.

**2. Pledge**

**3. Roll Call** Present: Atkinson, Griffiths, Skurski, Snow, Cornell

Also present: Maura Sanders, Township Board, and Ginger Schultz, Lighthouse manager

**4. Approve Agenda** Motion to approve the agenda made by Snow, seconded by Skurski. **Passed Unanimously**

**5. Conflict of Interest** None

**6. Business** Closed meeting at employee's request to discuss personnel issues.

**Action-Motion** to go into closed session made by Snow, seconded by Atkinson. **Passed Unanimously**

**----Park Commission went into a Closed Meeting Session ---**

**Action-Motion:** Motion made to reopen the Special Meeting by Skurski, seconded by Snow. **Passed Unanimously**

**Action-Motion:** Motion made to appoint Anne as chair of the meeting by Atkinson, seconded by Skurski. **Passed Unanimously**

Special Meeting opened in Open Session by Anne Griffiths at 12:07.

**Roll Call** Present: Atkinson, Griffiths, Skurski, Snow, Cornell

Also present: Maura Sanders, Township Board, and Ginger Schultz, Lighthouse manager

**6. Business** Closed meeting at employee's request to discuss personnel issues.

**Skurski** – I do have a piece of information to get in the record. It is something I found when reviewing the changes I sent out from our Special Meeting on the 15<sup>th</sup>. I sent out budget review documents but found an error. In reviewing our spending in '17-'18 the Township has recouped the \$40,000 they had advanced us to cover our cash flow issues with the SHIPO project of moving the auxiliary building. So, we had not offset that with income coming in from the organization. All of the documentation is in so we will be getting our \$40,000 for that activity which will show as revenue for this coming year '18-'19. We are now closer to the balance in the Lighthouse fund. We were \$47,000 negative. We will be basically \$10,000 negative. We do have projections of the Gift Shop being \$10,000 positive. So, we are going to be pretty much right on. Also in

reviewing, the other change was in the structure. All the activities in Revenues and Spending, for the Park walkway in the Bowers Harbor expansion and then the playground, will be distinct so that we won't have to spend so much time trying to find receipts and track the revenue. That will be a lot cleaner for everyone. In order to balance our request from the Township to cover 208, which includes Bowers Harbor and all the other parks is 120, not 100. That is 20% over. Then the whole budget will be within \$10,000 of balancing. I am going to review the bank accounts including the overall fund red reserve balances with Marge and Brad before the next meeting. I will submit the budget, either today or tomorrow morning and will go back and make changes if needed. I will make sure everyone gets copies. On the copies you'll see the green changes now, indicating a major project or changes in the accounting, and there will be a blue box, that shows a summary from each of the accountings. It will be a lot easier to take a quick look at and understand it. Any questions?

**Griffiths** – Thank you for all the work you have done and are doing.

**Skurski** – This process is different than last years. Last year we sat jointly and hammered it out. This time it goes to the Clerk's office where it will be punched in and I suppose it will come back because we have requests and for the income. I appreciate your support and your patience in getting this done.

**Griffiths** – Since this has been a Special Meeting, do we still have to have Citizen Comment time?

**Snow** – We need to use the same format that the Township Board uses. So yes, we are supposed to have a Public Comment opportunity.

**Nancy Heller** - I am going to push all Board Commissions to a consistent agenda format. I went back and looked at the Attorney's format, which is similar to what you have. Yet in the minutes they had Citizen Comments and they had Board comments even though they weren't on the agenda. So I think it important to be consistent in the agendas across the board.

**Snow** – That was what I was trying to do and it struck me as strange that it wasn't in there. I was following the example I was provided. I know what you are saying about consistency.

**Nancy Heller** - I will, as a citizen, keep trying to encourage that. It helps your recording secretary too.

**Griffiths** – Are there any other Board comments?

**Action-Motion:** Motion to adjourn the meeting was made by Cornell, seconded by Skurski. **Passed Unanimously**

Meeting was adjourned by Anne Griffiths at 12:15.

Recording Secretary: Deb Larimer