

PENINSULA TOWNSHIP PARK COMMISSION
Regular Meeting
Township Hall
July 11, 2018 - 7:00 p.m.

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 5/9/18, 5/30/18 and 6/20/18 meetings
 - Treasurer's report and invoice list approval
- 8. Business**
 - A. Lighthouse Manager's Report – Schultz
 - B. Maintenance Report – Wilkinson
- 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.

From: **Rob Manigold** supervisor@peninsulatownship.com

Subject: FW: Invoice from SECURITY SANITATION

Date: July 5, 2018 at 1:26 PM

To: **Anne Griffiths** aegriffiths415@gmail.com, **Don Atkinson** atkinsondon@yahoo.com, **Gary Cornell** garycornel1327@gmail.com, **John Snow** johnsnowpark@gmail.com, **Mike Skurski** Parksmike49686@gmail.com

From: SOGGEINC@YAHOO.COM [mailto:SOGGEINC@YAHOO.COM]

Sent: Thursday, July 05, 2018 11:50 AM

To: SUPERVISOR@PENINSULATOWNSHIP.COM

Cc: CLERK@PENINSULATOWNSHIP.COM

Subject: Invoice from SECURITY SANITATION

SECURITY SANITATION, INC

Invoice *Due:07/01/2018*
108252

Amount Due: **\$1,060.00**

To PENINSULA TWP:

Your invoice appears below. Please remit payment per terms.

Thank you for your business - we appreciate it very much.

Sincerely,

SECURITY SANITATION

SECURITY SANITATION, INC

BELANGER SEPTIC SERVICE

2233 M-37 SOUTH

TRAVERSE CITY, MI 49685

Ph.(231) 943-2634 Fax(231) 943-5250

Invoice

DATE	INVOICE #
7-1-2018	108252

BILL TO
PENINSULA TOWNSHIP 13235 CENTER RD. TRAVERSE CITY, MI 49686 EMAIL

P.O. NO.	TERMS
LIGHTHOUSE	10 DAYS NET

QTY	DESCRIPTION	RATE	AMOUNT
4	DISPOSAL OF WASTE	105.00	420.00
16	EXTRA PORTA JOHN PUMPS 6/8, 6/15, 6/22, 6/29	40.00	640.00
THANK YOU FOR YOUR BUSINESS!!		Total	51,060.00

****PLEASE PAY FROM THIS INVOICE****
THIS IS THE ONLY COPY YOU WILL RECEIVE.

SURE SEAL

P O BOX 372
ACME MI. 49610

(231) 933-6670

Invoice

Customer	Peninsula Twp Parks		
Address			
City	State	Zip	

Date	7-1-18
Customer #	
Phone #	

Job Name		Price	Amount
Qty	Description		
	Rehab Tennis Courts Bowers Harbor Public Park		\$ 1090000
	Reset + Adjust entrance gates install New gate latches & caps		\$ 22500
Received by: X		Tax	
		Total	\$ 1112500

Really Big Coloring Books, Inc.

224 N. Meramec
St. Louis. MO 63105

Phone # 314-725-1452 Fax # 314-725-3553

E-mail ken@ColoringBook.com

Web Site www.ColoringBook.com

RECEIVED

10 18 2018

CLERK

Invoice

Date	Invoice #
4/3/2018	21331

Bill To
Pininsula Township Ginger Schultz 231-645-0759 13235 Center Rd Traverse City, MI 49686

Ship To
Mission Point Lighthouse 20500 Center Rd Traverse City, MI 49686

P.O. Number	Terms	Due Date	Rep	Account #	Ship	Via
		4/3/2018	RB		6/15/2018	Federal Express
Quantity	Item Code	Description			Price Each	Amount
600	csb-cs16-500	csb-MPL Custom Coloring & Activity Book; 4/0 color cover on 80# gloss cardstock; 16 inside black and white pages. Saddle stitched. No bleeds			1.45	870.00
	Art work	Color cover illustration; 8 pages black and white lineart; 8 pages games/activities			600.00	600.00
3	Graphics	Graphic Services			30.00	90.00
	Freight and Delivery	Shipping			47.50	47.50
Payment Terms: 50% due to begin project 50% due upon final proof approval						
					2,663.50	
					600) 1,607.50	
					112.00	
					407.50	
					3663	
					21750	

Past due invoices subject to 3.5% per mo. late fee, \$5.00 minimum and collection and/or attorney fees.

RBCB Federal Tax ID# 43-1921330

RBCB RETURN POLICY: Books/Products can only be returned if books/products are damaged during shipping or if customer has received incorrect titles/products (received titles/products they did not order). Otherwise returned books/products will not be accepted. All books/products that are damaged in shipping, a claim must be reported in writing, to RBC Books, via e-mail, fax, or letter within 5 (FIVE) BUSINESS DAYS OF DELIVERY. ABSOLUTELY NO EXCEPTIONS. Title quantities may vary on assortment packs. Down payment on custom projects, art, graphics and/or animation services is non-refundable and will be applied to services rendered.

Total	\$1,607.50
Payments/Credits	-\$803.75
Balance Due	\$803.75

SECURITY SANITATION, INC

BELANGER SEPTIC SERVICE

2233 M-37 SOUTH

TRAVERSE CITY, MI 49685

Ph.(231) 943-2634 Fax(231) 943-5250

Invoice

DATE	INVOICE #
6/1/2018	106898

BILL TO
PENINSULA TOWNSHIP 13235 CENTER RD. TRAVERSE CITY, MI 49686 EMAIL

RECEIVED

JUN 11 2018

CLERK

P.O. NO.	TERMS
LIGHTHOUSE	10 DAYS NET

QTY	DESCRIPTION	RATE	AMOUNT
4	DISPOSAL OF WASTE	105.00	420.00
8	EXTRA PORTA JOHN PUMPS 5/25, 6/1	30.00	240.00
THANK YOU FOR YOUR BUSINESS!!			Total
			\$660.00

****PLEASE PAY FROM THIS INVOICE****

THIS IS THE ONLY COPY YOU WILL RECEIVE.

REVENUE AND EXPENDITURE REPORT FOR PENINSULA TOWNSHIP
 PERIOD ENDING 06/30/2018
 % Fiscal Year Completed: 24.93

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 06/30/2018	ACTIVITY FOR MONTH 06/30/2018	AVAILABLE BALANCE	% EDGT USED
Fund 208 - PARKS/HASEROT/BHP/ARCHIE						
Revenues						
Dept 000						
208-000-664.000	Interest & Dividends	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00	0.00	0.00
Dept 751 - PARKS						
208-751-607.EVT	Parks Eq. Event Fee	5,585.00	632.00	0.00	4,953.00	11.32
208-751-664.000	Interest & Dividends	150.00	0.00	0.00	150.00	0.00
208-751-667.000	Rental Income	1,500.00	240.00	120.00	1,260.00	16.00
208-751-669.000	Parks Summer Program	0.00	0.00	0.00	0.00	0.00
208-751-675.000	Donations	250.00	0.00	0.00	250.00	0.00
208-751-676.000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
208-751-699.000	Appropriated Transfers In	100,000.00	0.00	0.00	100,000.00	0.00
Total Dept 751 - PARKS		107,485.00	872.00	120.00	106,613.00	0.81
TOTAL REVENUES						
Total Dept 751 - PARKS		107,485.00	872.00	120.00	106,613.00	0.81
Expenditures						
Dept 000						
208-000-807.000	Audit Fees	0.00	0.00	0.00	0.00	0.00
208-000-818.000	Contractual Services	0.00	0.00	0.00	0.00	0.00
208-000-855.DEQ	Noncom. Public Wat. Sup. Fee	0.00	0.00	0.00	0.00	0.00
208-000-930.000	Repairs and Maintenance	0.00	0.00	0.00	0.00	0.00
208-000-967.BHP	BOWERS HARBOR PARK EXPANSION	0.00	0.00	0.00	0.00	0.00
208-000-999.000	Appropriations Transfers Out	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00	0.00	0.00
Dept 751 - PARKS						
208-751-703.000	Per Diem	9,800.00	1,360.00	720.00	8,440.00	13.88
208-751-707.000	Temporary Employees	2,600.00	0.00	0.00	2,600.00	0.00
208-751-710.000	Townpak/Work Comp	3,525.00	3,047.97	0.00	477.93	86.44
208-751-715.000	Employer Social Security	950.00	131.58	64.26	818.42	13.85
208-751-718.000	Pension	0.00	0.00	0.00	0.00	0.00
208-751-726.000	Supplies	1,000.00	0.00	0.00	1,000.00	0.00
208-751-783.000	Seeding and Planting Services	10,000.00	405.00	405.00	9,595.00	4.05
208-751-801.000	Legal Fees	1,000.00	0.00	0.00	1,000.00	0.00
208-751-807.000	Audit Fees	1,300.00	0.00	0.00	1,300.00	0.00
208-751-814.000	Computer Services	0.00	0.00	0.00	0.00	0.00
208-751-818.000	Contractual Services	33,320.00	13,820.10	4,268.90	19,499.90	41.48
208-751-818.010	Contractual and Recording Sec	2,880.00	480.00	120.00	2,400.00	16.67
208-751-855.DEQ	Noncom. Public Wat. Sup. Fee	2,960.00	0.00	0.00	2,960.00	0.00
208-751-900.000	Printing & Publishing	2,000.00	99.90	0.00	1,900.10	5.00
208-751-921.000	Electricity	2,500.00	291.72	139.92	2,208.28	11.67
208-751-926.000	Street Lighting	3,900.00	296.95	102.63	3,603.05	7.61
208-751-930.000	Repairs and Maintenance	12,225.00	4,881.69	4,513.34	7,343.31	39.93
208-751-930.100	Log Church Maintenance	12,500.00	0.00	0.00	12,500.00	0.00
208-751-930.200	BHP Repairs and Maintenance	5,000.00	1,462.66	1,462.66	3,537.34	29.25
208-751-958.000	Memberships and Dues	500.00	518.40	518.40	0.00	103.68
208-751-960.000	Education & Training	250.00	0.00	0.00	250.00	0.00
208-751-967.BHP	Bowers Harbor Park Expansion	0.00	11,214.03	10,030.83	(11,214.03)	100.00
Total Dept 751 - PARKS		107,485.00	872.00	120.00	106,613.00	0.81

REVENUE AND EXPENDITURE REPORT FOR PENINSULA TOWNSHIP
 PERIOD ENDING 06/30/2018
 % Fiscal Year Completed: 24.93

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 06/30/2018	ACTIVITY FOR MONTH 06/30/2018	AVAILABLE BALANCE	% BDTG USED
Fund 212 - Pelizzari Natural Area						
Revenues						
Dept 000						
212-000-407.000	Delinquent Taxes	7,000.00	7,334.27	0.00	(334.27)	104.78
212-000-620.000	Tax Collection Payover	0.00	0.00	0.00	0.00	0.00
212-000-664.000	Interest & Dividends	100.00	135.25	0.00	(35.25)	135.25
212-000-675.000	Donations	1,500.00	0.00	0.00	1,500.00	0.00
212-000-676.000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
Total Dept 000		8,600.00	7,469.52	0.00	1,130.48	86.85
TOTAL REVENUES						
		8,600.00	7,469.52	0.00	1,130.48	86.85
Expenditures						
Dept 000						
212-000-807.000	Audit Fees	500.00	0.00	0.00	500.00	0.00
212-000-818.000	Contractual Services	1,000.00	901.60	117.20	98.40	90.16
212-000-921.000	Electricity	300.00	78.47	26.20	221.53	26.16
212-000-930.000	Repairs and Maintenance	1,000.00	608.46	0.00	391.54	60.85
212-000-936.100	Contingency, Miscellaneous	500.00	0.00	0.00	500.00	0.00
212-000-961.000	Refund of Taxes	0.00	0.00	0.00	0.00	0.00
212-000-970.000	Capital Outlay	0.00	0.00	0.00	0.00	0.00
212-000-991.000	Debt Service - Principal	280,000.00	280,000.00	0.00	0.00	100.00
212-000-995.000	Debt Service - Interest	5,250.00	5,250.00	0.00	0.00	100.00
212-000-997.C8B	CRNA Bond Debt Service	750.00	750.00	0.00	0.00	100.00
Total Dept 000		289,300.00	287,588.53	143.40	1,711.47	99.41
TOTAL EXPENDITURES						
		289,300.00	287,588.53	143.40	1,711.47	99.41
Fund 212 - Pelizzari Natural Area:						
TOTAL REVENUES						
		8,600.00	7,469.52	0.00	1,130.48	86.85
TOTAL EXPENDITURES						
		289,300.00	287,588.53	143.40	1,711.47	99.41
NET OF REVENUES & EXPENDITURES						
		(280,700.00)	(280,119.01)	(143.40)	(580.99)	99.79

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 06/30/2018	ACTIVITY FOR MONTH 06/30/2018	AVAILABLE BALANCE	% BDDT & USED
Fund 208 - PARKS/HASEROT/BHP/ARCHIE						
Expenditures						
208-751-970.000	Capital Outlay	37,000.00	0.00	0.00	37,000.00	0.00
Total Dept 751 - PARKS		145,210.00	38,009.10	22,345.94	107,200.90	26.18
TOTAL EXPENDITURES		145,210.00	38,009.10	22,345.94	107,200.90	26.18
Fund 208 - PARKS/HASEROT/BHP/ARCHIE:						
TOTAL REVENUES						
		107,485.00	872.00	120.00	106,613.00	0.81
TOTAL EXPENDITURES						
		145,210.00	38,009.10	22,345.94	107,200.90	26.18
NET OF REVENUES & EXPENDITURES						
		(37,725.00)	(37,137.10)	(22,225.94)	(587.90)	98.44

REVENUE AND EXPENDITURE REPORT FOR PENINSULA TOWNSHIP
 PERIOD ENDING 06/30/2018
 % Fiscal Year Completed: 24.93

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 06/30/2018	ACTIVITY FOR MONTH 06/30/2018	AVAILABLE BALANCE	% BDTG USED
Fund 508 - Lighthouse Fund						
Revenues						
Dept 000						
508-000-508.IHG	Lighthouse Grant	41,000.00	0.00	0.00	41,000.00	0.00
508-000-664.000	Interest & Dividends	75.00	0.00	0.00	75.00	0.00
508-000-667.000	Rental Income	0.00	0.00	0.00	0.00	0.00
508-000-667.100	Keeper Program	7,000.00	2,675.00	400.00	4,325.00	38.21
508-000-667.200	Lighthouse Tours	85,000.00	16,084.00	9,916.00	68,916.00	18.92
508-000-675.000	Donations	4,000.00	1,120.89	535.85	2,879.11	28.02
508-000-699.000	Appropriated Transfers In	0.00	0.00	0.00	0.00	0.00
Total Dept 000		137,075.00	19,879.89	10,851.85	117,195.11	14.50
TOTAL REVENUES						
		137,075.00	19,879.89	10,851.85	117,195.11	14.50
Expenditures						
Dept 000						
508-000-707.000	Temporary Employees	0.00	0.00	0.00	0.00	0.00
508-000-708.000	Lighthouse Manager	9,025.00	2,343.15	1,028.70	6,681.85	25.96
508-000-710.000	Townpak/Work Comp	2,300.00	3,345.88	0.00	(1,045.88)	145.47
508-000-715.000	Employer Social Security	690.00	179.25	78.70	510.75	25.98
508-000-724.000	POSTAGE	150.00	74.55	42.70	75.45	49.70
508-000-726.000	Supplies	1,500.00	1,071.33	220.90	428.67	71.42
508-000-726.KPR	Keeper Quarter Supplies	250.00	71.88	71.88	178.12	28.75
508-000-726.IHS	Lighthouse Signs	0.00	0.00	0.00	0.00	0.00
508-000-728.000	Grounds	1,500.00	12.45	12.45	1,487.55	0.83
508-000-729.000	Museum Displays	0.00	145.56	0.00	(145.56)	100.00
508-000-745.000	Heating Fuel	1,500.00	0.00	0.00	1,500.00	0.00
508-000-801.000	Legal Fees	850.00	0.00	0.00	850.00	0.00
508-000-807.000	Audit Fees	800.00	0.00	0.00	800.00	0.00
508-000-814.200	Publishing Software	0.00	0.00	0.00	0.00	0.00
508-000-818.000	Contractual Services	14,000.00	5,777.00	879.00	8,223.00	41.26
508-000-818.BGC	Background Checks	250.00	59.16	0.00	190.84	23.66
508-000-818.IHG	Lighthouse Grant Match	0.00	0.00	0.00	0.00	0.00
508-000-818.SAN	Sanitation Services	7,200.00	660.00	660.00	6,540.00	9.17
508-000-818.SEC	Security	300.00	115.13	62.16	184.87	38.38
508-000-818.WEB	Website	500.00	0.00	0.00	500.00	0.00
508-000-850.000	Com/Telephone	3,000.00	903.80	177.05	2,096.20	30.13
508-000-855.DEQ	Noncom. Public Wat. Sup. Fee	540.00	0.00	0.00	540.00	0.00
508-000-870.000	Mileage	1,800.00	269.02	206.77	1,530.98	14.95
508-000-881.000	Community Activities	2,500.00	135.35	111.79	2,364.65	5.41
508-000-900.000	Publishing	1,500.00	0.00	0.00	1,500.00	0.00
508-000-900.PNP	PRINTING AND PUBLISHING	0.00	117.18	0.00	(117.18)	100.00
508-000-921.000	Electricity	1,500.00	232.77	101.73	1,267.23	15.52
508-000-930.000	Repairs and Maintenance	15,000.00	3,541.68	669.40	11,458.32	23.61
508-000-956.000	Contingency	0.00	0.00	0.00	0.00	0.00
508-000-958.000	Memberships and Dues	800.00	227.50	187.50	572.50	28.44
508-000-960.000	Education & Training	1,250.00	1,545.12	102.72	(295.12)	123.61
508-000-968.000	Depreciation / Depletion	0.00	0.00	0.00	0.00	0.00
508-000-970.000	Capital Outlay	34,300.00	848.87	0.00	33,451.13	2.47
508-000-999.000	Appropriations Transfers Out	0.00	0.00	0.00	0.00	0.00
Total Dept 000		103,005.00	21,676.63	4,613.45	81,328.37	21.04
Dept 804 - LIGHTHOUSE						
508-804-930.000	Repairs and Maintenance	0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 06/30/2018	ACTIVITY FOR MONTH 06/30/2018	AVAILABLE BALANCE	% BDC USED
Fund 215 - DOUGHERTY HOUSE						
Revenues						
Dept 000						
215-000-664.000	Interest & Dividends	0.00	0.00	0.00	0.00	0.00
215-000-676.000	297000	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES						
		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 000						
215-000-726.000	Supplies	0.00	0.00	0.00	0.00	0.00
215-000-745.000	Heating Fuel	1,100.00	0.00	0.00	1,100.00	0.00
215-000-921.000	Electricity	1,700.00	415.04	90.01	1,284.96	24.41
215-000-970.000	Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 000		2,800.00	415.04	90.01	2,384.96	14.82
TOTAL EXPENDITURES						
		2,800.00	415.04	90.01	2,384.96	14.82
Fund 215 - DOUGHERTY HOUSE:						
TOTAL REVENUES						
		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES						
		2,800.00	415.04	90.01	2,384.96	14.82
NET OF REVENUES & EXPENDITURES						
		(2,800.00)	(415.04)	(90.01)	(2,384.96)	14.82

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 06/30/2018	ACTIVITY FOR MONTH 06/30/2018	AVAILABLE BALANCE	% BGD USED
Fund 509 - LIGHTHOUSE GIFT SHOP						
Revenues						
Dept 000						
509-000-664.000	Interest & Dividends	75.00	32.45	0.00	42.55	43.27
509-000-667.300	Gift Shop Sales	82,000.00	18,529.74	10,071.31	63,400.26	22.68
509-000-667.400	Lighthouse Sales Tax	4,920.00	1,116.01	601.89	3,803.99	22.68
509-000-675.000	Donations	0.00	0.00	0.00	0.00	0.00
509-000-699.000	Appropriated Transfers In	0.00	0.00	0.00	0.00	0.00
Total Dept 000		86,995.00	19,748.20	10,633.20	67,246.80	22.70
TOTAL REVENUES		86,995.00	19,748.20	10,633.20	67,246.80	22.70
Expenditures						
Dept 000						
509-000-707.000	Temporary Employees	3,000.00	197.50	197.50	2,802.50	6.58
509-000-708.000	Gift Shop Manager	18,000.00	5,467.35	2,400.30	12,532.65	30.37
509-000-710.000	Townpak/Work Comp	1,200.00	1,672.94	0.00	(472.94)	139.41
509-000-710.2ND	Bonding	100.00	0.00	0.00	100.00	0.00
509-000-715.000	Employer Social Security	1,615.00	433.37	198.74	1,181.63	26.83
509-000-716.TAX	LHGS St Pd to MI	4,920.00	514.12	514.12	4,405.88	10.45
509-000-716.TDI	Sales Tax Discount	0.00	0.00	0.00	0.00	0.00
509-000-724.000	POSTAGE	150.00	0.00	0.00	150.00	0.00
509-000-726.000	Supplies	2,000.00	527.37	0.00	1,472.63	26.37
509-000-727.000	Merchandise For Lighthouse Gift Shop	42,000.00	36,737.73	6,908.27	5,262.27	87.47
509-000-801.000	Legal Fees	0.00	0.00	0.00	0.00	0.00
509-000-806.000	Banking Supplies	400.00	0.00	0.00	400.00	0.00
509-000-806.CCF	Credit Card Fees	1,800.00	423.91	239.48	1,376.09	23.55
509-000-807.000	Audit Fees	600.00	0.00	0.00	600.00	0.00
509-000-900.000	Publishing	600.00	0.00	0.00	600.00	0.00
509-000-900.PNP	PRINTING AND PUBLISHING	0.00	187.93	0.00	187.93	100.00
509-000-901.000	Cash Short	200.00	(0.10)	(0.10)	200.10	(0.05)
509-000-956.100	Contingency	1,000.00	0.00	0.00	1,000.00	0.00
509-000-999.000	Appropriations Transfers Out	0.00	0.00	0.00	0.00	0.00
Total Dept 000		77,785.00	46,162.12	10,458.31	31,622.88	59.35
TOTAL EXPENDITURES		77,785.00	46,162.12	10,458.31	31,622.88	59.35
Fund 509 - LIGHTHOUSE GIFT SHOP:						
TOTAL REVENUES		86,995.00	19,748.20	10,633.20	67,246.80	22.70
TOTAL EXPENDITURES		77,785.00	46,162.12	10,458.31	31,622.88	59.35
NET OF REVENUES & EXPENDITURES		9,210.00	(26,413.92)	174.89	35,623.92	286.80
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
NET OF REVENUES & EXPENDITURES						
		340,155.00	47,969.61	21,605.05	292,185.39	14.10
		618,100.00	393,851.42	37,631.11	224,248.58	63.72
		(277,945.00)	(345,881.81)	(16,046.06)	67,936.81	124.44

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 06/30/2018	ACTIVITY FOR MONTH 06/30/2018	AVAILABLE BALANCE	& BUDGET USED
Fund 508 - Lighthouse Fund						
Expenditures						
Total Dept 804 - LIGHTHOUSE		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		103,005.00	21,676.63	4,613.45	81,328.37	21.04
Fund 508 - Lighthouse Fund:						
TOTAL REVENUES		137,075.00	19,879.89	10,851.85	117,195.11	14.50
TOTAL EXPENDITURES		103,005.00	21,676.63	4,613.45	81,328.37	21.04
NET OF REVENUES & EXPENDITURES		34,070.00	(1,796.74)	6,238.40	35,866.74	5.27

MEETING NOTES FOR MINUTES

PENINSULA TOWNSHIP

PARK COMMISSION

REGULAR MEETING

Location: Peninsula Township Conference Room

Date: May 9, 2018 7 PM

1. **Call to Order** at 7 PM by Griffiths, Chairperson
2. **Pledge of Allegiance**
3. **Roll call:** Griffiths, Atkinson, Snow, Skurski, Cornell
4. **Approve Agenda** Motion to approve agenda by Skurski. Second Atkinson **PASSED UNAM**
5. **Brief Citizen Comments** None
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 may be removed and placed elsewhere on the agenda for full discussion.

Correspondence (if any, provided in packet)

Approve minutes of 3/14/18 and 4/11/18 minutes

Treasurer's report and invoice list approval

Action-Motion Atkinson made a motion to approve Consent Agenda. Snow seconded

PASSED UNAM

8. Business

A. Eagle Scout project at lighthouse-Ben Wilson 728 Neahtawanta

Wilson is doing a restoration of the oil house at the Lighthouse Park. This will include digging out 3-4 feet away from the foundation to keep deterioration from water, painting the metal door, putting on rust sealer and painting the oil house black. We will look for a metal worker to clean and prepare the metal surfaces. Estimated cost is \$420 with materials costing \$368, \$22, and special tools for \$28. Project supervised by Marty Kline, an engineer. There is no scrapping of any paint and there is no lead in the paint. Snow understands Wilson is looking for permission and some money for the project. The Friends of the Lighthouse are putting \$250 toward the project.

occurrences. Parks/Haserot/Bowers Harbor Park/Archie \$96,937.90 (Fund 508); Hessler Log Cabin \$1,487.71 (Fund 213); Dougherty House \$6,020.33 (Fund 215); Lighthouse Fund (23,902.98) (Fund 508); Lighthouse Gift Shop \$120,993.42 (Fund 509). There is a \$40,000 grant from the state and is expected to be received in the first quarter of the 2018 fiscal year according to Manigold, Peninsula Township Supervisor. This makes up the short fall in the Lighthouse Fund.

G. Setting project priorities for maintenance and construction per budget project list-Skurski

The board decided they needed to hold a special meeting to define the priorities for the coming year. The meeting is scheduled for May 30, 2018 at the Peninsula Township.

H. Historic Structures Presentation-Griffiths

The National Park Service of Historic Buildings sets standards as preservation, restoration (returning to a natural state) or rehabilitation. Most of the work being done on the Mission Point Lighthouse is restoration in nature and needs to be based as close to the Historic Structure Report as possible. This document contains a scholarly report on the history of the lighthouse, a report about what needs to be done, and detailed recommendations on page 114. A copy of this report can be reviewed by contacting Gordon Hayward, the assistant planner of the township.

J. Lighthouse Manager's Report-Schultz 3877 Smokey Cove Drive

Work is progressing on the lighthouse tower (by Mihm) and it still may be another two weeks before the lighthouse can be fully open. The company has to fabricate some parts. The gift shop opened May 3 and has made over \$3,000 to date. The wood under one of the windows is loose and needs repair to prevent continually leaking issues. This was not in the original bid and needs to be addressed while Mihm is still working on this project. Several paranormal organizations contacted Schultz regarding coming out and taking readings. The commissioners were not interested. A ham radio operator wants to come out to the lighthouse on International Lighthouse Day and try contacting lighthouses all over the world. Commissioners thought it would be a good idea as long as nothing was attached to the lighthouse such as an antenna or wires. Schultz wants to put in the Peninsula Township Newsletter announcing a volunteer day at the lighthouse. The projects are painting the fencing and planting annual flowers. There would be a barbecue afterwards. Skurski reports there is \$2500 for community outreach and \$1,500 for printing in the budget. Mondays are the keepers' day off and Memorial Day falls on a Monday. Schultz is looking for volunteers to work that day. If no volunteers can be found, the lighthouse will be closed. There is also a possibility that the work currently going on will not be finished by Memorial Day. All of the weeks are full for the lighthouse keeper program, with the exception of one week in July.

Action-Motion Griffiths moves that 5 invoices for lighthouse merchandise not in the packet be submitted for payment. Snow seconded. Voice vote taken. **PASSED UNAM**

The lighthouse keepers receive a 30% discount on merchandise and the Friends of the Lighthouse volunteers would like to be offered the same discount. The commissioners agreed. The Friends of the Lighthouse let Snow know they are working on a grant to create a handicap viewing area and a ramp for wheel chair accessibility.

K. Maintenance Report- Wilkinson 18426 Condor, Interlochen, 49643

The Park Commission needs to be aware regarding the overflow of water from the Bowers Harbor Expansion Park onto neighboring properties. This is going to need to be dealt with in the future. Manigold and the township engineer are meeting with the concerned parties. Trash cans have rusted through in several parks and need replacement. Wilkinson requests 10 new 55 gallon trash cans be purchased.

Action-Motion Atkinson moves that 10 new 55 gallon trash cans be purchased for \$150. Cornell seconded. Voice vote taken. **PASSED UNAM**

Ordering of the split rail fence for Bowers Harbor Park will occur within the next two weeks. The 8 new grills are ordered. Installation of the dock platform at Haserot Beach happens this week. Cornell is looking into hiring Elmer's, who has beach cleaning equipment to come to Haserot. Cornell will contact Elmer's and get a bid. Manigold is working on getting the dredging permit renewed for Haserot Beach.

Action-Motion Griffiths makes a motion that any dead trees at Haserot Beach be cut down and keep all others for this season. Snow seconded. **PASSED UNAM**

Question was asked if the roof on the lighthouse shed had been replaced. Wilkinson had given a bid and no action was taken due to a question about the type of shingle to use and the need to have three bids.

Action-Motion Snow requests that \$2800 be allocated to replace the roof on the lighthouse shed by Wilkinson. Atkinson seconded. Voice vote taken. **PASSED UNAM**

9. Citizen Comments None

10. Board Comments

Action-Motion Atkinson made a motion to have the company resurfacing and painting the two tennis courts to also do the basketball court at the same time. The amount allotted is to be \$1,000. Skurski seconded. Voice vote taken. **PASSED UNAM**

11. Adjourn Meeting Adjourned at 9:15 PM

Lola Jackson

Recording Secretary

**Peninsula Township
Special Park Commission Meeting
May 30, 2018, 10:00 am
Peninsula Town Hall
13235 Center Road
Minutes**

1. **Call to Order** by Griffiths at 10:00 am
2. **Pledge**
3. **Roll Call** Present: Skurski, Cornell, Atkinson, Snow, Griffiths Absent: none
4. **Brief Citizen Comments (for items not on the agenda)** None
5. **Approve Agenda** Snow asked that toilets at the lighthouse be added to the Business section of the agenda. Commission members agreed. Skurski moved to approve the amended agenda; Snow seconded Passed unam
6. **Conflict of Interest** None
7. **Business**

A. Lighthouse 100 foot race. Snow stated that the footrace starts at the lighthouse and follows a route of 100 miles to Petoskey, this year. No certificate of liability has been provided to the township. Griffiths added that people in the race provide their own support team; they start at 6:00 am. She reported that the Zoning Administrator requires no permit for this event because its enrollment usually is around 50 people. Atkinson recommended contact information on the organizers in case of emergency. Because they are using our park, there should be a permitting process in effect. Wilkinson said we need both a permitting process and contact information because last year lots of trash was left, and we need to know about parking arrangements. Schultz stated that there is already limited parking at the lighthouse and this makes it worse. Skurski recommended that someone talk to Manigold and/or Deeren to see what could be done. No motion was made.

B. Toilets at the Lighthouse. Snow provided an overview of the current toilets situation at Lighthouse park. Odor of the vault toilets appears to be the source of most complaints. Vault toilets cost about \$360.00/1000gal pump out plus an additional \$100.00 in chemicals. His research has found that "bonnets" on the roof of a vault toilet that catches wind and a commercial deodorant has proven effective at the state parks, according to Casey Mahoney, director of the TC state park. Toilets are pumped out 3 times/year. Snow said that port-a-potties are expensive and he prefers limiting them because of their cost. Atkinson moved to purchase 2 bonnets for the vault toilets plus commercial deodorant strips not to exceed \$750.00; seconded by Cornell.

Passed unam

C. Priority Planning for the Parks (2018). Skurski stated that the Commission has a budget plan for expenditures for this year, and that the Commission needs to prioritize the projects for Wilkinson. Because each Commissioner is assigned a park to shepherd through the fiscal year, he suggested that everyone introduce the needs of their particular park and how urgent the work would be.

Special Meeting of the Peninsula Park Commission
May 28, 2010, 10:00 am
Joanne Westphal, Recording Secretary

(Each Commission then reviewed their respective park areas and outlined the priorities for the other Commissioners and Wilkinson. A lively and robust discussion then ensued as Commissioners asked questions and supplied observations for the others on an issue).

After the review was complete, the following priorities were listed in terms on urgency of repair. This included:

#1 Priority (with the most important first, followed by increasingly less important items).

- Playground repair-1st priority (all parks)
- Removal of grill stumps (Bower's Harbor Park)
- Anchoring soccer net
- Placement of buoys at Hastert Park
- Dock extension at Hastert Park
- Memorial Bench placement at Lighthouse
- Trail Gravel
- Garbage can lid placement and ordering

#2 Priorities

- Finish picnic tables
- Repair storage shed at Lighthouse including roof
- Fence placement at Bowers Harbor on west side of park
- Remove dying Black Locust trees at Haserot Park

#3 Priorities

- Sign post removal

9. Citizen Comments

Laura Serocki, 6924 Center Road, requested that the six benches at Pelizzari need to be distributed better throughout the park. Currently 4 of the six are in one area. She also wanted to know if the large limbs remaining from the oak removal will be removed as well at Pelizzari. The Commissioners said yes.

10. Board Comments None

11. Adjournment Atkinson moved that the meeting be adjourned; seconded by Skurski. A voice vote was unanimous. The meeting was adjourned at 11:55 am.

MINUTES

PENINSULA TOWNSHIP PARK COMMISSION

SPECIAL MEETING

Township Hall 13235 Center Rd.

June 20, 2018 7 PM

1. Call to Order at 7 PM by Griffiths, Chairperson

2. Pledge of Allegiance

3. Roll call: Griffiths, Atkinson, Skurski, Cornell Absent: Snow

4. Approve Agenda Motion to approve agenda by Skurski. Second Atkinson **PASSED UNAM**

5. Brief Citizen Comments Susie Shipman 14735 Shipman Rd. -Pickleball players are driving over the grass right up to the court. Perhaps Gary Cipriani can be contacted to inform his list of pickleball players to park in the parking lot and walk to the courts.

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 may be removed and placed elsewhere on the agenda for full discussion.

Correspondence (if any, provided in packet)

Approve minutes of May 9, 2018 and minutes from May 30, 2018 Special Meeting (minutes to be approved at the next regular meeting)

Treasurer's report and invoice list approval

Action-Motion Skurski made a motion to approve Consent Agenda. Atkinson second.

PASSED UNAM

There were some additional invoices for electrical work for approximately \$1,040 that did not make the list of items to be approved and submitted for payment. Skurski has not seen these invoices and they could have been submitted directly to the township. Board determined they could approve invoices or wait until next month. Skurski noted there is a procedure and form that was established for invoices to be approved and submitted. Invoices not on the list are to be submitted for the following month.

Action-Motion Atkinson made a motion for the two additional electrical bills to be paid. Cornell second. Voice vote Ayes-Atkinson, Griffiths, Cornell Nay-Skurski

8. Business

A. Lighthouse Manager's Report including Conference report Ginger Schultz 5877
Smokey Cove Drive

Sales for the month of May were \$15,854.59. Tour revenue was \$6,168 and the gift shop sold \$9686.59 in merchandise. The lighthouse was voted number 2 in the Best of edition of North Traverse Magazine and is now on the Traverse Travelers app. The \$40,000 check from the State Historic Preservation Office (SHPO) should be mailed this week. The lighthouse keeper program is fully booked for 2018 and requests for 2019 are happening. More volunteers are needed on Mondays when the keepers are off. A volunteer event on June 7 at the lighthouse drew about 12 people who primed fences and planted flowers. Food was served and what was left over was taken to the fire department. More people would probably attend if this were to become an annual event. Schultz attended the Michigan Lighthouse Conference on Mackinac Island May 20-22. Schultz shared insights on how Old Mission Lighthouse gift shop and keeper program worked and encouraged all managers to embrace social media. Other lighthouse managers shared their similarities and differences with the challenges regarding funding, maintenance, and volunteers. A lighthouse friend's membership that could cost \$1000 and allow lifetime access to the lighthouse was one idea for fund raising. Mihm completed replacing 9 tower-lantern deck windows. Bid to replace wood under leaking windows is \$7,225, budgeted at \$5,000. A previous painting company had wrapped the wood under the windows with thin plywood as a facade. This needs to be removed to actually assess the work needed. Wilkinson, a member of the Park Commission and Schultz will investigate further. Chimney fans for the two vault toilets are not of a regular size and Wilkinson is working to retrofit the pipe so they will fit. Atkinson suggested that a list of needed volunteer lighthouse tasks be given to the Friends of the Lighthouse and be posted somewhere. Requested that a report be generated to show how much work has been accomplished by volunteers either monthly or quarterly.

B. Maintenance Report -Bob Wilkinson 18426 Condor, Interlochen, 49643

At Bowers Harbor Park four grills were replaced with two others to be installed, refastened playground equipment and will place mulch around that area. At Haserot Beach the playground equipment was repaired and the dock extension installed. Wilkinson has done nothing regarding the trees and a patch of poison ivy in the tall grass will be sprayed at Haserot Beach. Mowed and cleared all trails. Schultz requested that gravel be placed in parking lot right by the lighthouse garage as it becomes muddy whenever it rains. Wilkinson will contact a gravel company. Discussion regarding how to solve the smell coming from vault toilets occurred.

Action-Motion Atkinson moved that the Department of Natural Resources (DNR) be contacted to have an expert in vault toilet functioning and tree cutting meet with members of the Park Commission. Skurski second.

PASSED UNAM

C. Beach events – A request was made by Bob Thiel to build a fire pit and install two benches at Haserot Beach as a memorial to his mother and brother.

Action-Motion Atkinson moves that 2 benches that conform to the Park Commission Guidelines and paid for by Thiel be installed. Request for fire pit denied. Cornell second.

PASSED UNAM

Commission considered a written request by Dave Warne, a percussion teacher at NMC for 26 years to have a party on Haserot Beach for 45-50 people. Board raised concerns about this event potentially violating Township Board Noise Ordinance and Haserot Beach is surrounded by a residential community. The Peninsula Township Special Event Application submission was not the correct form and is used for Bowers Harbor Park and Mission Point Lighthouse use requests.

Action- Motion Griffiths makes a motion that while the Park Commission cannot prohibit the event, the recommendation is to request permission from the Township Board. Skurski second.

PASSED UNAM

D. OMPEF Bowers Harbor Event- Susie Shipman 14735 Shipman Rd

The Old Mission Peninsula Education Foundation (OMPEF) has an approved event for July 1, 2018. The parameters of the event have expanded. The President of Grand Valley State University has been invited as well as the entire surrounding community. The ribbon cutting at the school is at 5:30 PM and Bowers Harbor Park event is from 6:30-8:30 PM. The estimate of people has increased to potentially 100-150 people (permit for 75-80), there would be a canopy that would need to be delivered the day before the event and picked up the day after. Parking would be controlled to make sure others can use the park.

Action- Motion Atkinson moves that the updated permit request be granted. Cornell second.

PASSED UNAM

E. \$20,000 from Township for budget- Skurski drafted a letter to be sent to Brad Bickle, Township Treasurer and the Township Trustees requesting a reinstatement of \$20,000 to the Park Commission Budget. The letter contains background information and explains that the current deficit is projected at \$37,000 without the \$20,000. The Park Commission believes this was an oversight. When this issue is placed on the Township Board Agenda, members of the Park Commission will attend.

Action- Motion Atkinson moves that letter be sent. Cornell second.

PASSED UNAM

9. Citizen Comments None

10. Board Comments Skurski is preparing an analysis whether a transfer of money is needed from the Lighthouse Gift Shop Account (\$127,000) to the Lighthouse Account, which has a \$27,000 deficit. This will be presented at the next Park Commission meeting on Wednesday, July 11, 2018 at 7:00 PM. The \$40,000 from SHPO could be a pass through as the Peninsula Township gave that amount to the Park Commission.

11. Adjourn Meeting Adjourned at 8:55 PM

Lola Jackson

Recording Secretary



Report July 9, 2018

GENERAL MATTERS & MARKETING

The lighthouse gift shop/museum is now open daily. I am fielding about 25 calls and emails weekly for visitor questions, concerns and lost and found. Gift shop sales for this year through June 30th are \$44,069.39 - \$19,342.00 for tours. Very close to last year's sales.

MAINTENANCE & REPAIRS

Tower Window Repairs & Replacement of One window

Mihm has finished replacing the 9 tower-lantern deck windows and sealed and did glazing. They replaced the bars outside the windows that were fabricated. The tower roof and railings have been painted black. They are waiting for the glazing to set then they will come back to finish the work. We have the quote for the wood replacement below the tower windows. It is \$7,225 and I'm waiting for them to come out to go over the scope of the work with us and schedule this too.

Mihm's (May 2017) quote for the full project is \$12,195. Plus \$7,225.

Historic Oil House Roof Repair

Getting a new quote for this project. ? Anne wants to do it. ?

Storage Building Roof Repair/Replacement

Bob is on schedule to finish the repairs and roof replacement.

Lighthouse Parking lot – I am waiting for Sure Seal to find time to do our parking lot resealing and striping project. They said it will be before July. Have not heard back from them. ?

Monday the 2nd a large oak tree came down in the parking lot and I happened to have Bowers Harbor Landscaping at the house to give a lawn quote and he took care of disposing of the tree for only \$250.

Rear Keeper Parking Lot – We have costs for the gravel needed in the lot to the rear of the lighthouse and the cost is about \$1000 more than we first thought – need to vote to go forward with this project.

Southside Large Signage

Working on the order and received a revised quote since the size has changed. Cost is \$1041.41. See art attached.

Park Toilets

We have chimney fans for the 2 vault toilets and deodorizers too. Seems much better. It's recommended we also trim trees in the area by the vault toilets.

Annual Maintenance Needs

We really need an individual that works strictly for the township parks that can oversee all parking lot maintenance, sidewalk cleanup, lawn care, tree trimming of dead branches, gutter cleaning, boardwalk & steps repairs, railing repairs and more. I don't have time to keep up on all this maintenance at the lighthouse park.

GRANT MONEY

I heard back from Joelle at SHPO and the check will be mailed the week of June 18th! Grant \$ coming . . .

GIFT SHOP/MUSEUM

I am working on 2 small outside sign replacements. This will be paid with the 2017 monetary donation from our OH visitor – John Fraifogl. We have the custom coloring books now in the gift shop and the new book Good Night Traverse City.

KEEPER PROGRAM

The program is going well. Folks are paid up and the calendar is full. I have inquiries about 2019 season weekly. I need more volunteers for the Monday the keepers are off. I have a few more volunteers scheduled now.