

**PENINSULA TOWNSHIP PARK COMMISSION**  
**Special Meeting Minutes**  
**July 21, 2016--9:00 AM**

Meeting called to order at 9:00 AM

Present: **Andrus; Griffiths; Sanders; Shipman; Skurski**. Also present were *Bob Wilkinson*, Building and Maintenance and *Mary Ann Abbott*, Recording Secretary.

**Approve Agenda**

**MOTION: Skurski/Andrus** to approve agenda. **PASSED UNAN**

**Brief Citizens Comments – for items not on Agenda**

NONE

**Conflict of Interest**

NONE

**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.

- A. Correspondence (as provided in packet)
- B. Approve Minutes Special Meeting June 28, 2016
- C. Treasurer’s Report
- D. Invoice List Approval

**Sanders** asks that item D. Invoice List Approval and item B. Minutes of Special Meeting of June 28, 2016 be placed under Business.

**MOTION: Sanders / Shipman** to approve the consent agenda as amended. **PASSED UNAN**

**Business**

**A. Approve Bid Hessler Log Cabin Repair**

**Sanders** reports Old Mission Historical Society has already met and approved \$12,100.00 towards the project. Park Commission will be responsible for \$7882.00. **Skurski** indicates that the balance needs to be transferred from budget item 208.

**Andrus** states that he will not vote for this as last year it was proposed as a volunteer project, which did not have a response. Now there only bid for this project. **Skurski** says we have enough projects but we do not have a good library of specific contractors. **Skurski** suggests a portfolio of contractors, as we cannot rely on volunteers any longer. The issue is that we either go with this or not. **Griffiths** says that volunteers have looked at this project. Historical Society feels it is important enough to give money to this project.

**MOTION: Griffiths/Saunders** to accept the bid for the Hessler Log Cabin repair.  
**MOTION PASSES 4/1 Andrus**

**Shipman** would like to confirm who has the oversight of the contract to make sure things are done such as: remove trees and shrubs; dumpster; dust; removing everything from building and putting it back in; water and electricity. How do we handle oversight for this. **Saunders** we did agree with Historical Society and granted them oversight on this project.

**B. Finalize Financial Arrangements with OMPHS Maintenance Report**

Discussion covered under item A.

**C. Discuss Funds Transfer Request to Town Board**

**MOTION: Skurski/Sanders** to ask for a transfer of \$7882.00 from the Parks General Fund balance 208 to the Hessler Log Cabin Account.

**MOTION PASSES 4/1 Andrus**

**D. Bowers Harbor Expansion report progress**

**Shipman** reports that the 1<sup>st</sup> Public Hearing on August 18<sup>th</sup> 2016. They are looking at holding at the school. Mailing a card to the peninsula residents.

**E. Lighthouse Grant/Bid update and planning report**

**Griffiths** at discussion with Brian Boals, Gourdie Fraser Township Engineer, and have talked about splitting the grant into three sections: grading around the building and fixing the foundation and sidewalks; moving the Ed building back in place; refurbishing the keeper’s kitchen area. Grant will not pay for the Engineer’s bill. We will have to pay for this bill out of our budget. Gourdie Frasier will help us come up with the RFP’s. **Griffiths** states that this board voted to have Gourdie Frasier to act as the project manager. We could be in danger of losing this grant if we do not move.

**F. Haserot Boat Launch update/report**

**Sanders** shared an email from Brian Boals, Gourdie Fraser concerning the meeting with Elmer’s to discuss improvement options at the Haserot Beach Boat Launch. Trying to get meeting set up. **Sanders** at same time she has also talked with Tim Shriner with the DNR about Kelly Park. He has agreed to come to the August 3<sup>rd</sup> meeting of the Parks commission to talk about where they are with the project at Kelly Park. Sanders shares that with the correspondence that she has had the DNR is planning to have a motorized boat launch at Kelly Park and at another part a launch for non-motorized kayaks and canoes. This is on the DNR 2017 Capital Improvement plan due to Lansing at the end of July.

**Griffiths** asks that if the DNR is committed to developing the Moorings as a boat launch how much money should we be putting into Haserot Beach launch area. There is concern by the residents of Forest Avenue residents. **Sanders** states that there will be notification on our agendas as well as on the Township website. **Sanders** also suggest that we look to the North End Residents as to how they would like to see Haserot beach utilized in the future.

**G. Minutes of Special Meeting June 28, 2016**

**Shipman** asks correction to be made under Item Business A. G/F did not submit a clear plan. And also under Board Comments: Shipman made aware of hopes that 5/10 year park plans to include toilets and playground equipment.

**MOTION: Shipman/Sanders** moves to approve the Special Meeting Minutes of June 28, 2016 as amended.

**PASSED UNAN**

**H. Invoice List**

**Skurski** did have two items listed on the invoices that had been included last month. He will strike the 125 and 450. Adjusted amount total will be \$ 2498.08.

**MOTION: Shipman/Skurski** to approve Invoice List total of \$2498.08 as amended.

**PASSED UNAN**

**Citizen Comments**

*Nancy R. Heller, 3091 Blue Water Road* in the original conversation they wanted the Peninsula to maintain the park and as a citizen I do not feel we should be responsible. Would like to thank the chair for making the effort to have the DNR coming to speak. She also urges the Park Commission to communicate with the Town Board.

**Board Comments**

**Shipman** would like to discuss the maintenance contract with Bob Wilkinson to go over his resignation letter. *Bob Wilkinson* states that he tried to serve everyone the best that he could. It is just a mater of labor shortage and finding quality people to continue with the whole contract. He will be keeping the maintenance items for sure but limiting the snow plowing and mowing, which is, where he is having issues. He will keep maintaining the bathrooms, perhaps do some consulting or project manager work. **Shipman** is in favor of working with Bob going forward. Services would be bid out separately especially the mowing and snow plowing. **Griffiths** will we be paying Bob as a consultant until the end of his contract? **Sanders** says the Township and Park Board will work together for the snow plowing and mowing. Bob will work as a contract manager going forward but we have not done a contract.

*Nancy R. Heller, 3091 Blue Water Road* should check with Township Attorney.

**Sanders** Light House Manger is due for a performance review. Comments welcome. Sanders and Griffiths will be working on this over the next few weeks.

*Wilkinson* asks if the Park Commission needs to have a vote. **Saunders** not enough detail now but hopes to have enough information for a vote by August 3<sup>rd</sup> meeting.

**Griffiths** There is a lot of work that needs to be done in the parks. We are accumulating a lot of work and we are not the ones to do it. We need to be cognizant of that. Parks are now in charge of the parking at Haserot Beach according to the Town Board meetings

**Shipman** has received a bid for mailing cards on the Bowers Harbor Park expansion. The consensus of the Board is that the mailing of the notices to residents is within the \$15,000.00 already approved.

**Skurski** proposes that Parks Commission ask for a procedure to inform the Town Board to notify the Parks Commission about Fund Transfers and all transfers should come from the Park Commission. Also suggests that the Park Commission and the Treasurer be included in the meetings concerning such transfers.

**MOTION: Shipman/Andrus** to adjourn at 9:54 AM

Respectfully submitted by Mary Ann Abbott, Recording Secretary.