

**PENINSULA TOWNSHIP PARK COMMISSION**  
**Regular Meeting**  
**Township Hall**  
**August 8, 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 7/11/18 meeting

Treasurer's report and invoice list approval

**8. Business**

- A. Park's Clean-up Activities - Bill Ryan, Bill Stott
- B. PNA DTE Tree Grant - Skurski/Melinda Jones
- C. BHE - Tree planting plans - Skurski, Atkinson
- D. Kelly Park/The Moorings-agreement: DNR and Township -Atkinson/DNR
- E. Signage for the east/west road at south of LightHouse( No fires or camping)  
- Atkinson
- F. Mission Point Lighthouse Friends Report- Griffiths/MPLH
- G. Lighthouse Manager's Report – Schultz
- H. 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.

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

**Minutes**

1. **Call to Order** Griffiths called meeting to order at 7:00 p.m.
2. **Pledge**
3. **Roll Call** Griffiths, Cornell, Snow, Skurski, Atkinson
4. **Approve Agenda** (C) Consider an Application from DNR regarding Kelly Park for limited use (D) Recommendations from Joe Heagany regarding buoys at Haserot Beach (E) Approval for a bench at Haserot Beach. Skurski moves to approve agenda. Atkinson second.  

**PASSED UNAM**

5. **Brief Citizens 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 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

One item was removed from the invoice list. Atkinson moves to accept the Consent Agenda and Skurski second.

Voice vote: Ayes Griffiths, Cornell, Snow, Skurski, Atkinson

**PASSED UNAM**

**8. Business**

A. Lighthouse Manager's Report – Schultz 3877 Smoky Cove Drive  
Many compliments received about wildflowers planted by Friends of the Lighthouse. Returning keepers like ceiling fans and shades. Gift shop sales are about the same as last year to date and had one \$1,900 day. Mihm needs to meet to discuss repairs for the wood under repaired leaking windows. Oil house roof continues moving forward toward repair. Parking lot is overflowing and guests are parking on the road. Signage regarding parking is disregarded. Sure Seal has not returning calls for doing the resealing of the parking lot and repainting the lines and arrows. Tree had come down into the parking lot and the landscaper was there and removed the tree for \$300. Snow approved this as an emergency. Quote for gutter along the back section is \$246.76. Need to be as historically accurate as possible and could be there was no gutter. Still waiting for state grant money of \$40,000 and Bickle (Township Treasurer) called and said would be an additional two weeks before money arrives. The parking lot behind the lighthouse floods and needs to have gravel fill to prevent water pooling when it rains.

*Action-Motion* Atkinson moves to install 20 yard of gravel in parking lot for \$1,680. Skurski second.

Voice vote: Ayes Griffiths, Cornell, Snow, Skurski, Atkinson **PASSED UNAM**

Two additional invoices for \$300 (tree limb removal) and \$700 (printing) were submitted for approval. Atkinson moves to approve payments and Skurski second.

Voice vote: Ayes Griffiths, Cornell, Snow, Skurski, Atkinson **PASSED UNAM**

B. Maintenance Report – Wilkinson 18426 Condor, Interlochen  
Throw safety buoy is missing at Haserot Beach and will be replaced immediately. Split rail fence at Bower Harbor Expansion Park is about half done and should be completed next week. May find rotten fascia boards under the gutter at the lighthouse and will require repair. Galvanized metal would be good for the gutter to look more historically correct. Wind vents were installed at lighthouse vault toilets.

#### C. DNR and Kelly Park.

A proposed agreement regarding Kelly Park and the Peninsula has been received. We would do the mowing and trash collection. The DNR is printing signs that say no camping, no fires, no parking.

**Nancy Kelly-** This is not a Township Park. This is a DNR park. Does this add to the liability of the Peninsula Township? Need to do more research on this agreement before signing.

Dave Sanger 1699 Braemar

Sanger is the Enforcement Officer appointed by the Peninsula Township Board. The discussion centered on what really is enforceable regarding this potential agreement between Kelly and the Peninsula Township. The parks are owned by the Peninsula Township. Sanger refers to PENINSULA TOWNSHIP PARK REGULATION ORDINANCE NO 5 and reads from various sections. Prior permission from the Peninsula Township Park Commission is required for: Erecting or locating tents or camping trailers or Overnight camping. Motorized vehicles shall be driven only on designated roadways and at speeds of not more than 10 miles per hour. No overnight parking is allowed in any Township Park unless permission is first obtained from the Peninsula Township Park Commission. Stoves, grills, and picnic tables should not be used or held for longer time than necessary, to permit their use by a maximum number of people. Any fires for cooking must be made within the stoves or grills provided for that purpose or within other privately owned grills which are designed to retain the ashes and prevent their deposit on the ground. Noise ordinance is not limited to after 10 p.m.

There is concern about how enforceable township laws are at Kelly Park. Ordinance 5 only applies to Peninsula Township Parks and not property owned by the state. Sanger suggests having Deputy Abbring come to the next Park Commission meeting.

D. Recommendations from Joe Heagany regarding buoys at Haserot Beach

**Cornell:** Haserot Beach had a pontoon boat that came right up onto the beach. Buoys are not there for marking a channel. The idea is to increase the swim area. The swimming area has a roped-in area that could potentially be larger. The middle 100 feet of beach at Haserot is privately owned and any changes would need to be approved by that owner.

Joe Heagany 18806 Brinkman Road

Haserot Beach is a wonderful beach and only half of the beach is being used for swimmers. The suggestion is to double the swim area by using floating rope buoys. The west side of the dock could be used for self-propelled kayaks, paddle boats, etc. There needs to be a buffer area that is 75 feet to separate the boat launch from the swimmers.

**Wilkinson:** Boats and swimmers have equal use of the Great Lakes. Need to have attorney look at this idea before taking action. There are 2 250 foot sections that go out from the shore. The middle 100 feet of beach at Haserot is privately owned and any changes to swimming boundaries would need to be approved by that owner.

*Action-Motion* Atkinson moves that \$1,000 be budgeted to buy buoys to mark the channel for boats. Snow seconded.

Voice vote: Ayes Griffiths, Cornell, Snow, Skurski, Atkinson **PASSED UNAM**

E. Approval of bench at Haserot Beach

Cornell moves that a memorial bench be placed at Haserot. The bench must conform to the parameters of the Park specifications and be paid for by the applicant. Atkinson seconds.

**PASSED UNAM**

**9. Citizen Comments** None

**10. Board Comments** – Skurski is meeting with Bickle tomorrow regarding \$20,000 shortfall in budget. Will not need to make any transfers from lighthouse gift shop to lighthouse fund if \$40,000 is received. Pelizzari Park money for lumber will be determined. DNR approved dredging over the next 5 years at Haserot.

**11. Adjourn** Atkinson moves to adjourn. Skurski second. Moved to Adjourn at 8:58 p.m.

Lola Jackson  
Recording Secretary

ire Report - Approved Invoices August 2018

Budget 2018-2019

COLOR DENOTES >\$500

Date	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
5/7/18	208-751	855 DEQ	181750	SOS ANALYTICAL	COLIFORMS TESTING	\$ 160.00
7/18/18	208-751	818 000	480390	BOB WILKINSON (FOR LEEANNAU RED-MIX	57-9ARCHIE, HASEROT, BH	\$ 48.00
7/19/18	208-751	726 000	MG1255865541	WEST MARINE, CC**0352	6- 16" BOUY ANCHORS ; HASEROT	\$ 99.99
7/19/18	208-751	726 000	2728 0001 00644	HOME DEPOT, CC**2484	PDF- RING; HASEROT	\$ 7.77
6/29/18	208-751	930.200	15275	CLIFF WELL DRILLING COMPANY	PDF THROW POPE	\$ 504.83
7/16/18	208-751	726.000	191836	BOB WILKINSON (PADINOS TRAVERSE BAY RECYCLING	NO WAREH SERVICE CALL; WIRING ; BHP	\$ 20.00
7/27/18	208-751	726 000	90-009747	TIGER DOCKS	2 BARRELS	\$ 1,039.00
7/30/2018	208-751	818.000	INV#1455-H	BOB WILKERSON	4 BOUYS, RED & GREEN CHANNEL MARKERS	\$ 1,800.00
7/30/2018	208-751	818.000	INV#1743	BOB WILKERSON	60 HRS, 6/1-7/2	\$ 6,220.00
					BHE FENCE INSTALLATION LABOR	\$ 9,999.39
Subtotal						\$ 9,999.39
Hesler Log Home						
Date	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
	213					
Subtotal						
Dougherty House						
Date	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
	215					
Subtotal						
Bellazzari Natural Area						
Date	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
	212					
Subtotal						
Lighthouse Fund						
Date	Dep #	Acct #	Invoice #	Pay to	For the purpose of	Amount
7/13/18	508	726.LHS	1217369	DEWEESE HARDWARE	PAINT 7 BRUSH	\$ 11.98
?	508	726.LHS	532915532023822	STAPLES	LIGHTHOUSE SUPPLIES	\$ 97.56
7/18/18	508	726.LHS	86225 02 4708	MENARDS; CC**8309	RUST PAINT	\$ 19.96
7/24/18	508	726.LHS	13453	OPC OHEARN PEST CONTROL	PROTECTA REFILL	\$ 35.00
7/26/18	508	726.LHS	1222865	DEWEESE HARDWARE	LH SUPPLIES	\$ 24.35
7/30/18	508	728.000	1803044	MENARDS; CC**MANIGOLD	MULCH	\$ 33.92
7/29/18	508	728.000	119200	MENARDS; CC**MANIGOLD	MULCH, WEEDKILLER PREEN	\$ 52.98
8/1/18	508	818.SAN	109504	SECURITY SANITATION INC	PUMP OUTS & DISPOSAL, 7/1-9/1	\$ 1,060.00
7/17/2018	508	930.000	G702 CONTRACT 9/25/2017	MIHM ENTERPRISES	LANTER WORK(ROOF, GLASS, FLASHING),	\$ 11,947.00
7/16/18	508	726.000	123970	T R MCTAGGART	CHANGE #1	\$ 92.00
?	508	900.000	1	UNITED STATES LIGHTHOUSE SOCIETY	200 BRACELETS	\$ 20.00
Subtotal						\$ 13,282.75
Lighthouse Giftshop						
Date	Dep #	Acct #	Invoice #	Pay to	For the purpose of	Amount
7/23/18	509	930.000	170841	PENROD/HAWATHA	250 MAGNETS	\$ 211.33
7/31/18	509	727.000	139	ZANOTTI GRAPHIC ESIGN	2000 POSTCARDS	\$ 450.00
6/18/18	509	727.000	INV-88667	IMAGE360	2500 POSTCARDS	\$ 154.73
7/16/18	509	727.000	156126	HERITAGE PUZZEL	250 PUZZELS	\$ 2,612.49
7/24/18	509	727.000	102349	KWIK PRINT	300 RACK CARDS	\$ 97.50
Subtotal						\$ 3,526.05
Total Expenditures						\$ 26,708.39
Aug 8, 2018						
Approval: ANNE GRIFFITHS						
Chair						X

REVENUE AND EXPENDITURE REPORT FOR PENINSULA TOWNSHIP  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 33.42

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 07/31/2017	ACTIVITY FOR MONTH 07/31/2017	AVAILABLE BALANCE	& BGD USED
Fund 208 - PARKS/HASEROT/BHE/ARCHIE						
Revenues						
Dept 000						
208-000-664.000	Interest & Dividends	0.00	211.55	35.20	(211.55)	100.00
Total Dept 000		0.00	211.55	35.20	(211.55)	100.00
Dept 751 - PARKS						
208-751-607.EVT	Parks Lg. Event Fee	0.00	5,000.00	1,000.00	(5,000.00)	100.00
208-751-664.000	Interest & Dividends	450.00	0.00	0.00	450.00	0.00
208-751-667.000	Rental Income	1,000.00	730.00	50.00	220.00	78.00
208-751-669.000	Parks Summer Program	0.00	0.00	0.00	0.00	0.00
208-751-675.000	Donations	500.00	0.00	0.00	500.00	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	100,000.00	0.00	0.00	100.00
Total Dept 751 - PARKS		101,950.00	105,780.00	5,090.00	(3,830.00)	103.76
TOTAL REVENUES						
		101,950.00	105,991.55	5,125.20	(4,041.55)	103.96
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	6,313.68	1,579.92	(6,319.68)	100.00
208-000-855.DEQ	Noncom. Public Wat. Sup. Fee	0.00	557.61	0.00	(557.61)	100.00
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	(4,225.00)	0.00	4,225.00	100.00
208-000-999.000	Appropriations Transfers Out	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	2,652.29	1,579.92	(2,652.29)	100.00
Dept 751 - PARKS						
208-751-703.000	Per Diem	7,500.00	0.00	0.00	6,660.00	11.20
208-751-707.000	Temporary Employees	0.00	0.00	0.00	0.00	0.00
208-751-710.000	Towpapak/Work Comp	1,750.00	1,217.00	1,217.00	533.00	69.54
208-751-715.000	Employer Social Security	600.00	64.23	6.12	535.74	10.71
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	0.00	0.00	10,000.00	0.00
208-751-801.000	Legal Fees	1,000.00	0.00	0.00	1,000.00	0.00
208-751-807.000	Audit Fees	1,000.00	0.00	0.00	1,000.00	0.00
208-751-814.000	Computer Services	0.00	0.00	0.00	0.00	0.00
208-751-818.000	Contractual Services	45,000.00	7,478.80	1,573.92	37,521.11	16.62
208-751-818.010	Contractual and Recording Sec	2,160.00	240.00	120.00	1,920.00	11.11
208-751-855.DEQ	Noncom. Public Wat. Sup. Fee	0.00	100.00	100.00	(100.00)	100.00
208-751-900.000	Printing & Publishing	2,000.00	100.00	100.00	1,737.60	13.12
208-751-921.000	Electricity	2,500.00	350.31	148.47	2,149.69	14.01
208-751-926.000	Street Lighting	1,250.00	2,443.75	86.50	(1,198.75)	195.90
208-751-930.000	Repairs and Maintenance	20,000.00	2,583.50	166.07	17,416.41	12.92
208-751-930.100	Log Church Maintenance	22,000.00	0.00	0.00	22,000.00	0.00
208-751-930.200	BHP Repairs and Maintenance	2,100.00	1,483.58	1,451.48	637.32	70.60
208-751-958.000	Memberships and Dues	0.00	307.48	0.00	(307.48)	100.00
208-751-960.000	Education & Training	250.00	0.00	0.00	250.00	0.00
208-751-967.BHP	Bowers Harbor Park Expansion	30,000.00	14,153.50	2,862.84	15,843.50	47.19

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 07/31/2017	ACTIVITY FOR MONTH 07/31/2017	AVAILABLE BALANCE	% BDT USED
Fund 208 - PARKS/HASEROT/BHP/ARCHIE Expenditures						
208-751-970.000	Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - PARKS		150,110.00	31,531.86	8,086.10	118,578.14	21.01
TOTAL EXPENDITURES		150,110.00	34,184.15	9,666.02	115,925.85	22.77
Fund 208 - PARKS/HASEROT/BHP/ARCHIE:						
TOTAL REVENUES		101,950.00	105,991.55	5,125.20	(4,041.55)	103.96
TOTAL EXPENDITURES		150,110.00	34,184.15	9,666.02	115,925.85	22.77
NET OF REVENUES & EXPENDITURES		(48,160.00)	71,807.40	(4,540.82)	(119,967.40)	149.10

REVENUE AND EXPENDITURE REPORT FOR PENINSULA TOWNSHIP  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 33.42

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 07/31/2017	ACTIVITY FOR MONTH 07/31/2017	AVAILABLE BALANCE	% BDT USED
Fund 212 - Pelizzari Natural Area						
Revenues						
Dept 000						
212-000-407.000	Delinquent Taxes	6,900.00	\$,362.78	0.00	(62.78)	100.91
212-000-620.000	Tax Collection Payover	318,000.00	0.00	0.00	318,000.00	0.00
212-000-664.000	Interest & Dividends	500.00	297.11	69.41	202.89	59.42
212-000-675.000	Donations	0.00	0.00	0.00	0.00	0.00
212-000-676.000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
Total Dept 000		325,400.00	7,259.89	69.41	318,140.11	2.23
TOTAL REVENUES						
		325,400.00	7,259.89	69.41	318,140.11	2.23
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	2,300.00	702.11	108.56	1,597.59	30.54
212-000-921.000	Electricity	500.00	98.21	24.44	401.79	19.64
212-000-930.000	Repairs and Maintenance	1,000.00	0.00	0.00	1,000.00	0.00
212-000-956.100	Contingency, Miscellaneous	500.00	0.00	0.00	500.00	0.00
212-000-961.000	Refund of Taxes	250.00	0.00	0.00	250.00	0.00
212-000-970.000	Capital Outlay	2,500.00	0.00	0.00	2,500.00	0.00
212-000-991.000	Debt Service - Principal	265,000.00	265,000.00	0.00	0.00	100.00
212-000-995.000	Debt Service - Interest	15,469.00	10,218.75	0.00	5,250.25	66.06
212-000-997.CRB	CRNA Bond Debt Service	750.00	750.00	0.00	0.00	100.00
Total Dept 000		288,769.00	276,769.37	133.40	11,999.63	95.84
TOTAL EXPENDITURES						
		288,769.00	276,769.37	133.40	11,999.63	95.84
Fund 212 - Pelizzari Natural Area:						
TOTAL REVENUES						
		325,400.00	7,259.89	69.41	318,140.11	2.23
TOTAL EXPENDITURES						
		288,769.00	276,769.37	133.40	11,999.63	95.84
NET OF REVENUES & EXPENDITURES						
		36,631.00	(269,509.48)	(63.99)	306,140.48	735.74



REVENUE AND EXPENDITURE REPORT FOR PENINSULA TOWNSHIP  
 PERIOD ENDING 07/31/2017  
 \* Fiscal Year Completed: 33.42

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 07/31/2017	ACTIVITY FOR MONTH 07/31/2017	AVAILABLE BALANCE	% BDC USED
Fund 215 - DOUGHERTY HOUSE						
Revenues						
Dept 000						
215-000-664.000	Interest & Dividends	0.00	8.62	2.03	(8.62)	100.00
215-000-676.000	297000	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	8.62	2.03	(8.62)	100.00
<b>TOTAL REVENUES</b>		<b>0.00</b>	<b>8.62</b>	<b>2.03</b>	<b>(8.62)</b>	<b>100.00</b>
Expenditures						
Dept 000						
215-000-726.000	Supplies	0.00	0.00	0.00	0.00	0.00
215-000-745.000	Heating Fuel	0.00	0.00	0.00	0.00	0.00
215-000-921.000	Electricity	0.00	312.39	72.22	(312.39)	100.00
215-000-970.000	Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	312.39	72.22	(312.39)	100.00
<b>TOTAL EXPENDITURES</b>		<b>0.00</b>	<b>312.39</b>	<b>72.22</b>	<b>(312.39)</b>	<b>100.00</b>
Fund 215 - DOUGHERTY HOUSE:						
TOTAL REVENUES		0.00	8.62	2.03	(8.62)	100.00
TOTAL EXPENDITURES		0.00	312.39	72.22	(312.39)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(303.77)	(70.19)	303.77	100.00

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 07/31/2017	ACTIVITY FOR MONTH 07/31/2017	AVAILABLE BALANCE	% BGD USED
Fund 508 - Lighthouse Fund						
Revenues						
Dept 000						
508-000-508.LHG	Lighthouse Grant	40,000.00	9.00	0.00	40,000.00	0.00
508-000-664.000	Interest & Dividends	100.00	39.43	9.15	60.74	39.26
508-000-667.000	Rental Income	0.00	0.00	0.00	0.00	0.00
508-000-667.100	Keeper Program	6,500.00	5,255.00	400.00	3,205.00	50.69
508-000-667.200	Lighthouse Tours	76,000.00	41,044.00	26,106.00	34,956.00	54.01
508-000-675.000	Donations	2,000.00	1,576.96	420.12	421.04	78.95
508-000-699.000	Appropriated Transfers In	0.00	0.00	0.00	0.00	0.00
Total Dept 000		124,600.00	45,957.22	21,015.28	78,642.78	36.88
TOTAL REVENUES						
		124,600.00	45,957.22	21,015.28	78,642.78	36.88
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	8,500.00	2,469.60	621.60	6,030.40	29.05
508-000-710.000	Towpuk/Work Comp	2,300.00	0.00	0.00	2,300.00	0.00
508-000-715.000	Employer Social Security	650.00	188.91	47.55	461.09	29.06
508-000-724.000	POSTAGE	0.00	1.20	1.20	(1.20)	100.00
508-000-726.000	Supplies	3,000.00	206.45	0.00	2,793.55	6.88
508-000-726.KPR	Keeper Quarter Supplies	0.00	22.24	0.00	(22.24)	100.00
508-000-726.LHS	Lighthouse Signs	0.00	0.00	0.00	0.00	0.00
508-000-728.000	Grounds	800.00	0.00	0.00	0.00	0.00
508-000-729.000	Museum Displays	0.00	182.68	0.00	617.32	22.84
508-000-745.000	Heating Fuel	1,300.00	253.14	0.00	(253.14)	100.00
508-000-801.000	Legal Fees	850.00	589.95	0.00	910.04	30.00
508-000-807.000	Audit Fees	600.00	0.00	0.00	850.00	0.00
508-000-814.200	Publishing Software	0.00	0.00	0.00	600.00	0.00
508-000-818.000	Contractual Services	13,100.00	4,117.91	752.72	8,982.09	31.43
508-000-818.BGC	Background Checks	0.00	53.15	0.00	(59.16)	100.00
508-000-818.LHG	Lighthouse Grant Match	0.00	10,592.23	960.00	(10,582.23)	100.00
508-000-818.SAN	Sanitation Services	0.00	0.00	0.00	0.00	0.00
508-000-818.SEC	Security	600.00	29.29	14.99	570.02	5.00
508-000-818.WEB	Website	0.00	0.00	0.00	0.00	0.00
508-000-850.000	Com/Telephone	1,500.00	441.92	113.53	1,058.18	29.45
508-000-855.DEQ	Noncom. Public Wat. Sup. Fee	0.00	205.87	0.00	(205.87)	100.00
508-000-870.000	Mileage	3,000.00	639.35	422.75	2,300.65	23.31
508-000-881.000	Community Activities	1,000.00	1,077.02	136.80	(77.02)	107.70
508-000-900.000	Publishing	1,500.00	595.00	0.00	905.00	39.67
508-000-900.FNP	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00
508-000-921.000	Electricity	2,000.00	311.15	94.61	1,688.85	15.56
508-000-930.000	Repairs and Maintenance	17,500.00	2,385.50	923.43	15,114.10	13.63
508-000-956.000	Contingency	2,500.00	0.00	0.00	2,500.00	0.00
508-000-958.000	Memberships and Dues	345.00	175.00	0.00	170.00	50.72
508-000-968.000	Education & Training	0.00	0.00	0.00	0.00	0.00
508-000-968.000	Depreciation / Depletion	0.00	0.00	0.00	0.00	0.00
508-000-970.000	Capital Outlay	13,000.00	0.00	0.00	13,000.00	0.00
508-000-999.000	Appropriations Transfers Out	40,000.00	40,000.00	0.00	0.00	100.00
Total Dept 000		114,045.00	64,394.57	4,119.18	49,650.43	56.46
Dept 804 - LIGHTHOUSE						
508-804-930.000	Repairs and Maintenance	0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 07/31/2017	ACTIVITY FOR MONTH 07/31/2017	AVAILABLE BALANCE	% BDC USED
Fund 508 - Lighthouse Fund						
Expenditures						
Total Dept 804 - LIGHTHOUSE		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		114,045.00	64,394.57	4,119.18	49,650.43	56.46
Fund 508 - Lighthouse Fund:						
TOTAL REVENUES		124,600.00	45,957.22	21,015.28	78,642.78	36.88
TOTAL EXPENDITURES		114,045.00	64,394.57	4,119.18	49,650.43	56.46
NET OF REVENUES & EXPENDITURES		10,555.00	(18,437.35)	16,896.10	28,992.35	174.68

REVENUE AND EXPENDITURE REPORT FOR PENINSULA TOWNSHIP  
 PERIOD ENDING 07/31/2017  
 & Fiscal Year Completed: 33.42

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 07/31/2017	ACTIVITY FOR MONTH 07/31/2017	AVAILABLE BALANCE	% BDDT USED
Fund 509 - LIGHTHOUSE GIFT SHOP						
Revenues						
Dept 000						
509-000-664.000	Interest & Dividends	200.00	92.68	32.70	101.32	49.34
509-000-667.300	Gift Shop Sales	66,000.00	37,672.69	17,522.92	28,327.31	57.08
509-000-667.400	Lighthouse Sales Tax	4,000.00	3,362.45	1,153.15	1,637.55	59.06
509-000-675.000	Donations	0.00	44.82	0.00	(44.82)	100.00
509-000-699.000	Appropriated Transfers In	0.00	0.00	0.00	0.00	0.00
Total Dept 000		70,200.00	40,178.64	18,709.14	30,021.36	57.23
TOTAL REVENUES						
		70,200.00	40,178.64	18,709.14	30,021.36	57.23
Expenditures						
Dept 000						
509-000-707.000	Temporary Employees	0.00	0.00	0.00	0.00	0.00
509-000-708.000	Gift Shop Manager	16,000.00	5,762.40	1,400.40	10,237.60	36.02
509-000-710.000	Towmpak/Work Comp	1,200.00	0.00	0.00	1,200.00	0.00
509-000-710.BND	Bonding	0.00	55.00	0.00	(55.00)	100.00
509-000-715.000	Employer Social Security	1,300.00	440.83	110.95	859.17	33.91
509-000-716.TAX	LHGS St Fd to MI	4,000.00	1,211.65	658.21	2,788.35	30.29
509-000-716.TDI	Sales Tax Discount	0.00	(6.00)	0.00	6.00	100.00
509-000-724.000	POSTAGE	0.00	0.00	0.00	0.00	0.00
509-000-726.000	Supplies	500.00	515.09	215.12	(15.09)	103.02
509-000-727.000	Merchandise For Lighthouse Gift Shop	33,000.00	33,946.85	774.33	(946.83)	102.87
509-000-801.000	Legal Fees	0.00	0.00	0.00	0.00	0.00
509-000-806.000	Banking Supplies	0.00	121.08	22.92	(191.08)	100.00
509-000-806.CCF	Credit Card Fees	2,000.00	805.24	388.83	1,194.78	40.26
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.PNE	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00
509-000-901.000	Cash Short	100.00	119.55	12.25	(19.35)	119.35
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		60,300.00	43,041.45	3,683.38	17,258.55	71.38
TOTAL EXPENDITURES						
		60,300.00	43,041.45	3,683.38	17,258.55	71.38
Fund 509 - LIGHTHOUSE GIFT SHOP:						
TOTAL REVENUES						
TOTAL EXPENDITURES						
NET OF REVENUES & EXPENDITURES						
		70,200.00	40,178.64	18,709.14	30,021.36	57.23
		60,300.00	43,041.45	3,683.38	17,258.55	71.38
		9,900.00	(2,862.81)	15,025.76	12,762.81	28.92
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
NET OF REVENUES & EXPENDITURES						
		622,150.00	199,395.92	44,921.06	422,754.08	32.05
		613,224.00	418,701.93	17,674.20	194,522.07	68.28
		8,926.00	(219,306.01)	27,246.86	228,232.01	2,456.93

# CONTINUATION SHEET

AIA DOCUMENT G702 (instructions on reverse side) PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification attached.

In tabulations below, amounts as stated to the nearest dollar.

Use Column on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 1  
 APPLICATION DATE: 17-Jul-18  
 PERIOD TO: 30-May-18  
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Lantern Work Paint lantern roof Remove/reinstall glass Install one new pane of glass Replace 7 broken/missing stops Inspect lantern flashing	\$12,195.00			\$11,707.00		\$11,707.00	\$488.00	
2	Change order #1 Replace all lantern glass with new	\$240.00			\$240.00		\$240.00	\$0.00	
3	Change order #2 Remove existing 1/4" T&G siding Install new custom flashing Install new 3/4" custom siding Caulk & paint new wood siding	\$7,225.00						\$7,225.00	
	TOTAL	\$19,660.00	\$0.00		\$11,947.00		\$11,947.00	\$7,713.00	\$0.00

**APPLICATION AND CERTIFICATE FOR PAYMENT**

TO (OWNER): Peninsula Township Park Commission  
 13235 Center Rd.  
 Traverse City, MI 49686

FROM (CONTRACTOR): Milhm Enterprises  
 4065 38th Street; Hamilton, MI 49419

CONTRACT FOR:

AIA DOCUMENT G702 (instructions on reverse side) PAGE 1 OF 2 PAGES

PROJECT: Mission Point Lantern Project

APPLICATION NO: 1 Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

PERIOD TO: 5/30/18

ARCHITECTS: \_\_\_\_\_  
 PROJECT NO: \_\_\_\_\_

CONTRACT DATE: 9/25/17

**CONTRACTOR'S APPLICATION FOR PAYMENT**

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by owner			
TOTAL			
Approved this month			
Number	Date Approved		
1		\$240.00	
2		\$7,225.00	
TOTALS		\$7,465.00	
Net change by change orders			

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that the current payment shown herein is now due.

CONTRACTOR:  
 Milhm Enterprises

By:  Date: 7/17/2018

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 12,195.00
2. Net change by Change Orders ..... \$ 7,465.00
3. CONTRACT SUM TO DATE (Line 1+2) ..... \$ 19,660.00
4. TOTAL COMPLETED & STORED TO DATE ..... \$ 11,947.00  
 (Column G on G703)
5. RETAINAGE:
  - a. 10% of Completed work ..... \$ 0.00  
 (Column D + E on G703)
  - b. \_\_\_\_\_ of Stored Material ..... \$ \_\_\_\_\_  
 (Column F on G703)
 Total Retainage (line 5a + 5b or Total in Column I of G703) ..... \$ 11,947.00
6. TOTAL EARNED ..... \$ \_\_\_\_\_  
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (line 6 from prior Certificate) ..... \$ 0.00
8. CURRENT PAYMENT DUE ..... \$ 11,947.00
9. BALANCE TO FINISH ..... \$ 7,713.00  
 (line 3 less line 6)

State of: Michigan County of: Allegan  
 Subscribed and sworn to before me on this 17th day of July, 2018  
 Notary Public: Robert L. Zimic  
 My Commission expires: 8-21-21

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

in accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ \_\_\_\_\_  
 (attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 This Certificate is non negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

BILL TO  
 PENINSULA TOWNSHIP  
 1235 CENTER RD.  
 TRAVERSE CITY, MI 49686  
 EMAIL

SECURITY SANITATION, INC  
 BELANGER SEPTIC SERVICE  
 2233 M-37 SOUTH  
 TRAVERSE CITY, MI 49685  
 PH.(231) 943-2634 FAX(231) 943-5250

INVOICE #	109504
DATE	8/1/2018

**Invoice**

SECURITY SANITATION, INC

109504  
 Invoice Due: 9/1/2018

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

From: SOGGEINC@YAHOO.COM [mailto:SOGGEINC@YAHOO.COM]  
 Sent: Tuesday, July 31, 2018 11:21 AM  
 To: SUPERVISOR@PENINSULATOWNSHIP.COM  
 Cc: CLERK@PENINSULATOWNSHIP.COM  
 Subject: Invoice from SECURITY SANITATION

From: Rob Manigold supervisor@peninsulatowship.com  
 Subject: FW: Invoice from SECURITY SANITATION  
 Date: July 31, 2018 at 4:27 PM  
 To: Anne Griffiths aegriffth415@gmail.com, Don Atkinson atkinsondon@yahoo.com, Gary Cornell garycornell327@gmail.com, John Snow johnsnowpark@gmail.com, Mike Skurski ParksMike49686@gmail.com,







Heritage Puzzle

P.O. Box 328  
Pfafftown, NC 27040  
1-888-348-3717 (voice)  
1-866-727-8209 (fax)

# Invoice

Date	Invoice #
7/16/2018	156406

<b>Bill To</b>
Mission Point Lighthouse Gift Shop Attn: Ginger Schultz 13235 Center Road Traverse City, MI 49686

<b>Ship To</b>
Mission Point Lighthouse Gift Shop 13235 Center Road Traverse City, MI 49686

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30		7/16/2018	UPS	wsnc	

Quantity	Item Code	Description	Price Each	Amount
250	78056	Mission Point Lighthouse	9.25	2,312.50
6	78056	Mission Point Lighthouse	0.00	0.00
1	FREIGHT	freight charges	299.99	299.99
<b>Total</b>				<b>\$2,612.49</b>

*Robert B. Wilkinson*  
*18426 Cinder Rd., Interlochen MI 49643*  
*231-633-2592*

**BILLING STATEMENT**

**INV#1743**

**Date: 7/30/18**

**Bill For:** Peninsula Township Parks  
13235 Center Rd.  
Traverse City, MI 49686

**Service Description:**

Install 2,500 ft. of split-rail fencing on west border at  
BHPE

Total Cost: \$16,250.00

Less: \$10,030.00 – materials from Menards

**Amount Due:**

**\$6,220**

Please make check payable to Robert Wilkinson

Thank you for allowing me to be of service  
Robert Wilkinson

*Robert B. Wilkinson*  
18426 Cinder Rd., Interlochen MI 49643  
231-633-2592

**BILLING STATEMENT**

INV#1453-H

Date: 7/30/18

**Bill For:** Peninsula Township Parks  
13235 Center Rd.  
Traverse City, MI 49686

**Service Description:**

June 1 <sup>st</sup> – June 30 <sup>th</sup>	Playground repairs	10hrs.
June 1 <sup>st</sup> – June 30 <sup>th</sup>	Install 8 grills	10hrs.
June 1 <sup>st</sup> – June 15 <sup>th</sup>	Rebuild 10 picnic tables	30hrs.
July	Repair Swings at LH	2hrs.
June 25 <sup>th</sup> – July 4 <sup>th</sup>	Build & install signs at BHP	4hrs.
July 2 <sup>nd</sup>	Build & install dock ramp	4hrs.

**Total Hours: 60hrs. @ \$30hr.**

**Total Due: \$1,800.00**

Please make check payable to Robert Wilkinson

Thank you for allowing me to be of service  
Robert Wilkinson



ORIGINAL

Tiger Waterfront Products, LLC.
1613 East Terra Lane
O'Fallon, MO USA 63366
www.tigerdocks.com
tel 1-636-272-4300
fax 1-636-272-4304

SALES RECEIPT

receipt # SO-009747
date 7/27/2018

Billing address PENINSULA Township Parks
Peninsula Township Parks
13235 Center Rd
Traverse City, MI
USA
49686

shipping address PENINSULA Township Parks
Peninsula Township Parks
13235 Center Rd
Traverse City, MI
USA
49686

Handwritten note: Hasevot Beach

contact Bob Wilkinson
phone 231-633-2592

sales rep Clark date paid 7/27/2018

Table with 5 columns: ITEM, DESCRIPTION, QUANTITY, UNIT PRICE, SUB-TOTAL. Rows include TD-B1147R-Restricted Area Buoy, TD-B1148G Channel Marker, Green-Standard, and TD-B1148R Channel Marker, Red-Standard.

Summary table with 2 columns: Description, Amount. Rows include SUB-TOTAL \$843.00, FREIGHT \$196.00, TOTAL \$1,039.00, PAID \$1,039.00, BALANCE \$0.00.

ESTIMATED PRICING:
All costs are prior to work being completed and are estimated costs--
-Pricing may vary depending on circumstances regarding Technician Labor, Travel, Hardware, and Shipping after work has been completed.

RETURN POLICY
We accept returns on most unused parts after providing prior approval in advance of your return. NOTE that a restocking fee of 15% will apply on all returned parts. Sorry, we cannot refund freight costs on returns. No returns are accepts on lift bags, electrical items, or used items as these are all tested and are sold as is.

Vertical text on left margin: Brad Pickle

TIGER WATERFRONT PRODUCTS LLC
1613 E TERRA LN
O'FALLON, MO 63366
(636) 272-4300

Bank ID: 6887
Participant ID: 9006015674430
Term ID: 066

Phone Order

XXXXXXXXXXXX0652

Entry Method: Manual

Amount: \$ 1,039.00
Tax: \$ 0.00
Total: \$ 1,039.00

07/27/18 08:36:24
Inv #: 000001 Appr Code: 007265
Batch#: 200001

Approved: Online
AVIS Code: EXAC MATCH Y
CW2 Code: MATCH M
Retrieval Ref. #: 561e0001

Customer Copy

THANK YOU HAVE A NICE DAY!

# Cluff Well Drilling Company

6222 E. Traverse Hwy.  
 Traverse City, MI 49684  
 Ph: 231-946-4769  
 Fax: 231-946-4762

# Invoice

Date	Invoice #
6/29/2018	15875

<b>Bill To</b>
Peninsula Township 13235 Center Road Traverse City, MI 49686

<b>Terms</b>
Upon Receipt

Description	Qty	Rate	Amount
Issue: No water @ Bowers Harbor Park Service: Trench wire was bad Trench was dug by Bob Wilkinson			
Service Call: Labor (BN)	2.5	140.00	350.00
#10-2 Trench Wire u/f w/g	80	1.40	112.00
Square D Pressure Switch	1	36.00	36.00
1" LB Electrical Box	1	6.83	6.83

RECEIVED  
 JUL 19 2018  
 CLERK

We appreciate your business!

We accept Visa & Mastercard!

A 1.5% monthly finance charge will be assessed on balance due if not received within 30 days of date on invoice.

<b>Subtotal</b>	\$504.83
<b>Sales Tax (6.0%)</b>	\$0.00
<b>Total</b>	\$504.83
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$504.83

**PENINSULA TOWNSHIP**

Receipt: 14901

07/13/2018

GRAND TRAVERSE COUNTY  
13235 CENTER ROAD  
TRAVERSE CITY, MI 49686

Cashier: Marge  
Received Of: STATE OF MI

(231) 223-7321

The sum of: 43,142.02

LH GRANT LH GRANT

508-000-508.LHG

43,142.02

43,142.02

Total

43,142.02

TENDERED:

ELECTRONIC FU LH-ST OF MI #668842

43,142.02

Signed: \_\_\_\_\_

From: **Melinda Jones** mjones@releafmichigan.org  
Subject: **Approval of Pelizzari Natural Area Peninsula Township Tree Planting**  
Date: **July 30, 2018 at 1:46 PM**  
To: parksmike49686@gmail.com  
Cc: **Kama Ross** kama.ross@macd.org, **Meghan Gordon** meghango.don@releafmichigan.org

Greetings,

I have been in contact with the DTE Foundation and have received the okay to use a portion of the grant monies we were awarded for your tree planting project. The only requirement is that at least 15 trees be planted. The trees we normally plant are between 1 1/2" to 2" caliper but we can be flexible depending on the project.

From a high level perspective here is a summary of responsibilities. I have attached a more detailed standard overview of the tree planting process along with a tree maintenance agreement which will need to be signed. Please disregard the reference to the \$1500 match as DTE is covering the total cost.

ReLeaf Michigan will:

- Handle all planting related details including assistance with site determination, selection and purchase and delivery of the trees and day of planting instruction and planting oversight.

The requesting organization will:

- Provide the proposed planting location (must be on public property)
- Secure the volunteers for planting day ( ReLeaf Michigan will provide a planting day flyer and event release to assist in securing volunteers)
- Provide light refreshments on planting day

The municipality in which the trees will be planted will:

- Call Miss Dig 10 business days prior to when the holes will be dug
- Dig the holes 1 to 2 days in advance (specifications provided)
- Provide a front end loader or other equipment to offload the trees and place them next to the planting hole. The trees we plant are 1 1/2" to 2" in diameter and if balled/burlapped are quite heavy.
- Provide mulch and extra soil (soil if deemed necessary)

Please let me know if this fall will still work for you. Also, what would be a good time to call and talk so I can get a better idea of the planting project. I cannot find a formal planting application for some reason.

Thanks and look forward to hearing from you!

----- Forwarded message -----

From: **MIKE SKURSKI** <parksmike49686@gmail.com>  
Date: **Mon, Apr 9, 2018 at 12:52 PM**  
Subject: **Pelizzari Natural Area Peninsula Township**  
To: **mjones@releafmichigan.org**  
Cc: **MIKE SKURSKI** <parksmike49686@gmail.com>, **Kama Ross** <kama.ross@macd.org>

Melinda,



## Lighthouse Manager Report August 8, 2018

### GENERAL MATTERS & MARKETING

The lighthouse gift shop/museum is open daily. I am fielding about 25 calls and emails weekly for visitor questions, concerns and lost and found. Gift shop gross sales for this year through July 31st are \$88,265.59 - \$40,994.00 for tours. This is \$5,032.37 more than last year's sales by July 31st.

### 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 was approved at the June meeting. 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

Volunteers worked on the painting of the metal roof – Anne Griffiths oversaw the work.

#### Storage Building Roof Repair/Replacement

Bob is contracted to finish the repairs, window replacements and roof replacement. Window work was started recently.

**Lighthouse Parking lot** – I am still 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. ?

**Rear Keeper Parking Lot** – Additional gravel for the south parking lot was approved at the July meeting. Waiting for the gravel to arrive . . .

#### Southside Large Signage

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

#### Other Signage

I'm getting permanent signs for the doors on the park vault toilets from Image360. So then they will not need to be replaced every few months due to theft. I met with MDOT and getting new signage on M37 for road ends clarification.

#### 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. Still had a few complaints in the month of July. Whenever there is an event at the lighthouse the 6 outside toilets are not enough.

#### 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. Still need large dead branches cut down over the west gate/fence and other lawn areas.



**GRANT MONEY**

Received the grant money - \$43,142.02! It was deposited in the lighthouse account. There is an unused grant balance of \$1,589.96.

**COMMUNITY ACTIVITY**

August 7<sup>th</sup> is National Lighthouse Day and we will purchase 250 cupcakes for visitors of lighthouse park and give them out near the picnic tables. The Mission Point Lighthouse Friends will handle this activity and the cupcakes and supplies will be paid for by the lighthouse budget.

**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 puzzles now in the gift shop.

**KEEPER/VOLUNTEER 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 Mondays the keepers' day off and to help with traffic in the lighthouse nearly every day. I have a few more volunteers scheduled now.

**Sales**

Jan. 2018 - Dec. 2018

July 31

2018

**7379**

SALES

**\$11.96**

AVG. GROSS SALE

**\$88,265.59**

GROSS SALES

**\$87,261.09**

TOTAL COLLECTED

**Category Sales**

Category	Items Sold	Gross Sales
Uncategorized	3	\$100.00
DONATIONS	86	\$2,013.09
KIDS	636	\$4,508.50
MAGNETS	539	\$3,176.00
MAPS	480	\$1,503.00
MEMORABILIA	917	\$7,579.00
MISC - gift	7	\$56.50
ORNAMENTS	196	\$2,765.00
PRINTED PRODUCTS	1,689	\$3,968.50
TOURS/MUSEUM/TOWER CLIMB	11,104	\$40,994.00
WEARABLES	760	\$15,619.00
WEARABLES - Ladies	202	\$5,983.00
<b>Total</b>	<b>16,619</b>	<b>\$88,265.59</b>

**Payment Methods**

Payment Method	Transactions	Fees	Total Collected
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Payment Method	Transactions	Fees	Total Collected
Card	1,688	(\$963.49)	\$34,626.05
Card Dipped (Chip)	1,542	(\$864.03)	\$31,353.55
Card Tapped (Contactless)	0	\$0.00	\$0.00
Card Swiped	113	(\$74.26)	\$2,694.70
Card Keyed	33	(\$25.20)	\$577.80
Other	0	\$0.00	\$0.00
Cash	5,700	\$0.00	\$52,635.04
Gift Card	0	\$0.00	\$0.00
Other	0	\$0.00	\$0.00
<b>Total</b>	<b>7,388</b>	<b>(\$963.49)</b>	<b>\$87,261.09</b>

### Discounts

Name	Discounts Applied	Amount Discounted
CUSTOM - Varies	2	\$0.00
Employee/Volunteer/Keeper	41	\$811.50
<b>Total</b>		<b>\$811.50</b>

### Sales Summary

	Sales	Refunds	Net
Gross Sales	\$88,265.59	(\$174.00)	\$88,091.59
Discounts & Comps	(\$830.70)	\$19.20	(\$811.50)
Net Sales	\$87,434.89	(\$154.80)	\$87,280.09

Tax	\$0.00	\$0.00	\$0.00
Tips	\$0.00	\$0.00	\$0.00
Gift Card Sales	\$0.00	\$0.00	\$0.00
Refunds by Amount	\$0.00	(\$19.00)	(\$19.00)
<b>Total Collected</b>	<b>\$87,434.89</b>	<b>(\$173.80)</b>	<b>\$87,261.09</b>
<b>Cash</b>	<b>\$52,716.04</b>	<b>(\$81.00)</b>	<b>\$52,635.04</b>
<b>Card</b>	<b>\$34,718.85</b>	<b>(\$92.80)</b>	<b>\$34,626.05</b>
<b>Gift Card</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Other</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fees</b>	<b>(\$966.05)</b>	<b>\$2.56</b>	<b>(\$963.49)</b>
<b>Net Total</b>	<b>\$86,468.84</b>	<b>(\$171.24)</b>	<b>\$86,297.60</b>