

PENINSULA TOWNSHIP PARK COMMISSION

Special Meeting Minutes

Township Offices Conference Room

September 15, 2016 9:00 AM

Meeting called to order at 9:00 AM

Present: Sanders, Chair; Shipman, Skurski, Griffiths; Michelle Reardon, Director of Planning and Zoning

Absent: Andrus

Approve Agenda Shipman/Griffiths Motion Passed 4/0

Brief Citizens Comments – for items not on Agenda

Reardon: Consumers Energy tree planting grant being applied for by interim Township Planner *Gordon Hayward*.

Conflict of Interest None

Business

A. Final Approval of MLAP Grant of \$40,000/\$20,000 for Lighthouse Restoration

MOTION: Shipman/Skurski to approve the proposal from Mihm Enterprises Inc, pending progress payments and clearly defined terms of approved payment (verified by *Michelle Reardon* on 9/15/2016 at 2:00 PM); with no more than 20% down on the project total; payments to be paid out as work completed for work up to \$61,113; clarification on electrical reconnect to be provided (no reconnection within contract and would be completed via a change order via *Bob Wilkinson*, Park Commission Maintenance. Verification provided to *Michelle Reardon* on 9/15/2016 at 2:00 PM); and the proposal includes a 10% contingency up to \$67,098. All change orders going forward to be approved by *Bob Wilkinson*.

Motion Passed Roll Call Vote 4/0.

B. Appointment of Grant Administrator

MOTION: Shipman/Griffiths to appoint *Claire Schoolmaster* as the Grant Administrator to replace *Michelle Reardon*. **Motion Passed 4/0**

Citizen Comments

Board Comments *Griffiths* concerned about number of unexcused absences by commission members and if there is any recourse as commission members are elected. *Griffiths* said that book keeping and invoicing at the Lighthouse Gift Shop needs updating and the money collecting operation needs to be streamlined. *Shipman* said that the next Bowers Harbor Park

Expansion Committee meeting will be Monday 9/19/2016 at 2:00 PM. *Griffiths* thanked Michelle Reardon for all of her hard work on behalf of the Park Commission.

Adjourn MOTION: Shipman/Griffiths Motion Passed and meeting adjourned at 9:34 AM

Respectfully Submitted,

Maura Sanders, Chairperson Peninsula Township Park Commission