

**PENINSULA TOWNSHIP PARK COMMISSION**  
**Regular Meeting**  
**Township Hall**  
**October 10, 2018 - 7:00 p.m.**

**Agenda**

- 1. Call to Order**
- 2. Pledge**
- 3. Roll Call**
- 4. Approve Agenda**
- 5. Brief Citizens Comments for items not on the agenda**
- 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 9/12/18 and 9/18/18
  - Treasurer's report and invoice list approval
- 8. Business**
  - A Township approved to receive Consumers Energy Tree Planting Grant - Atkinson
  - B Lighthouse keepers surveys and correspondence - Atkinson
  - C Lighthouse Manager's report - Ginger Schultz
  - D Maintenance report - Bob 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**  
**September 12, 2018 - 7:00 p.m.**  
**Minutes**

1. **Call to Order** Griffiths called the meeting to order at 7:00 p.m.
2. **Pledge**
3. **Roll Call** Atkinson, Snow, Cornell, Skurski, Griffiths
4. **Approve Agenda** Additional bills for the lighthouse need to be approved and are added to the Lighthouse report as item E1. Wilkinson has additional bills to be approved and will go under Maintenance Report F1. Snow moves that the agenda be accepted and seconded by Atkinson.

**Passed Unam**

**5. Brief Citizens Comments**

Carter Oosterhouse 2118 Island View Rd.

Would like to see a "Music in the Park" community event established on the Peninsula and is willing to get the event started beginning next summer on a trial basis of 4 weeks. The event would happen on Saturday nights in Bowers Harbor Park. Northport has been doing an event like this for 30 years and the Peninsula event could use some of the same musical entertainers. The program in Northport is run by a non-profit and the money goes back to the community. The Peninsula could establish the same type of organization here. There would no charge; supported by donations and occasional sponsors. The board is receptive to this idea.

**Action-Motion** Atkinson moves that a more formal plan for Music in the Park be presented by Oosterhouse. Second by Skurski.

**Passed Unam**

Neil Lau 18800 Bay

Their family has lived across the street from Haserot Beach for over 90 years. The road commission has put up some 25 mile per hour signs and people have been noticing and there has been some traffic slowing through that area. Concerned that the DNR was going to remove any infrastructure on the Kelly Park property and this seems short sighted. Recommends plenty of signage to inform people that Kelly is a public beach and this would take some of the pressure off of the high use at Haserot Beach.

**Snow:** There is a link on the Peninsula Township website where citizens can download a DNR form to provide public input regarding the development of the Kelly Park Plan. Public comments are being accepted until October 1, 2018.

**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 8/8/18 meeting

Treasurer's report and invoice list approval

Skurski moves that the consent agenda be approved and seconded by Atkinson.

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

**Passed Unam**

## **8. Business**

- A. Pelizzari Natural Area tree planting grant – Melinda Jones, Executive Director, ReLeaf Michigan  
111 Lakeview Ave Houghton Lake, Michigan 48629

The DTE Foundation agreed to provide \$1,500 in grant money for the planting of approximately 15 trees, which is coordinated through ReLeaf Michigan. A Tree Maintenance Agreement needs to be signed. The trees must be planted by volunteers and on public property. These trees are going to be planted at the Pelizzari Natural Area. ReLeaf Michigan purchases the trees and arranges for delivery. The Park Commission provides the off-loading of the trees next to the holes. The holes have to be dug in advance. On planting day ReLeaf Michigan arrives up at 8:45 am and the project is usually completed by 11 a.m. There needs to be a minimum of 10 gallons of water available for each planted tree as well as tree gators that hold 15-20 gallons of water. The biggest concern is with the continued watering of the trees. The soil needs to be amended in this area. The proposed date is October 13, 2018. ReLeaf provides a press release and materials for soliciting volunteers. A notice of the event and call for volunteers will be on the Peninsula Township website.

**Action Motion** Skurski moves to proceed with the acceptance of the DTE Foundation Grant of \$1,500 and work with ReLeaf Michigan to plant trees in Pelizzari Natural Area. Atkinson seconds.

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

**Passed Unam**

- B. Park traffic control – Griffiths

Empire has an ordinance that allows trained citizens called Beach Ambassadors to help with enforcement of parking at their beach and Griffiths would like to see a parking ordinance for the Peninsula Township. Griffiths will begin to put together a parking plan for the Park Commission to consider.

- C. Forestry grant program – Snow

The Peninsula Township has contracted to pay an arborist for 8 hours of work. The Peninsula Planning Director Randy Mielnik contacted Schultz as there is a potential grant available and the application deadline is September 30, 2018. The primary concerns regarding trees are public safety and the Lighthouse structure. Snow, Schultz, and Wilkinson are meeting the arborist tomorrow, September 13, 2018.

D. DNR 8/23/18 open house on Kelly Park plans – Snow  
Atkinson, Griffiths, and Snow attended the DNR open house. The DNR requires a grant application process for any improvements made on the Haserot boat ramp. The DNR is willing to provide the township with expert planning to help design a boat launch. The parking lot is going to be placed on the East. The DNR does not want Kelly Park to become a picnic, beach area, but a soft boat launch. The Park Commission is going to write their official response to the DNR Plan on September 18, 2018 at a Special Meeting.

E. Lighthouse manager's report – Ginger Schultz 3877 Smokey Cove Drive  
Sales through August 31, 2018 are \$124,150.40, of which \$58,685 is from tours and \$65,465.40 from gift shop sales. With the recent rains water was leaking in through the wood surrounding the tower windows. Mihm came out and performed some initial repairs. There is a \$ 7,225 bid for Mihm to replace and repair all of the wood around the tower.

**Action-Motion** Snow moves to authorize \$7225 for Mihm to replace the wood below the tower windows with a second by Griffiths.

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

**Passed Unam**

The final Lighthouse 45<sup>th</sup> Parallel sign design was approved.

**Action-Motion** Skurski moves to spend \$1041.41 for the Lighthouse 45th Parallel sign and is seconded by Atkinson.

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

**Passed Unam**

E1. The additional Lighthouse invoices were reviewed.

**Action-Motion** Skurski moves to pay \$2,200 of invoices submitted by Schultz. Snow seconds.

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

**Passed Unam**

F. Maintenance report – Bob Wilkinson 18426 Cinder Rd. Interlochen

Parking at the Haserot Beach launch was discussed and four signs are going to be ordered and installed to aid in having the flow of the parking pattern improved. There are to be signs at both entrances and two in the middle of the lot. Wilkinson's time was spent in repairing issues that arose from the latest set of storms, both in the parks and the township. As it is so late in the season, the new buoys for Haserot Beach will not be put out.

F1. The additional Maintenance invoices were reviewed.

**Action-Motion** Skurski moves to pay Wilkinson's invoices of \$2310. Snow seconds.

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

**Passed Unam**

**9. Citizen Comments** None

**10. Board Comments** Skurski needs someone to submit the invoices for the packets for next month and Griffiths with handle. Skurski makes a comment that the pickleball courts have not been overly used.

**11. Adjourn** Skurski moves to adjourn and is seconded by Snow. Adjourns at 9:40 p.m.

Recording Secretary  
Lola Jackson

**PENINSULA TOWNSHIP PARK COMMISSION**  
**Special Meeting**  
**Township Conference Room**  
**Tuesday, September 18, 2018 - 9:00 a.m.**  
**Minutes**

1. **Call to Order** Griffiths calls meeting to order at 9:00 a.m.
2. **Pledge**
3. **Roll Call** Atkinson, Snow, Griffiths (Skurski arrives at 9:50)  
Citizens: John Jacobs, Nancy Heller
4. **Approve Agenda**  
*Action-Motion* Atkinson moves that the Michigan Nature Resolutions be added to the agenda as Item C. Snow seconds. **PASSED UNAM**
5. **Brief Citizens Comments**  
Nancy Heller 3019 Bluewater Rd. Offered suggestions to improve discussion and decision-making at Park Commission meetings.
6. **Conflict of Interest** None
7. **Consent Agenda** None
8. **Business**

**A. Discussion of Kelley Park Plans/Concerns**

The content of the Park Commission feedback to the DNR during the public comment time, which ends October 1, 2018, was discussed. Two plans (A and B) were offered by the DNR. Concerns of citizens are the location of parking and the of amount parking. Where the parking lot is proposed would potentially impede future development. The Park Commission is only making recommendations; the final decision is made by the DNR. The following items are going to be part of the Park Commission report and feedback to the DNR.

1. Drop off zone for soft launch crafts to be as close to the water as possible.
2. ADA accessibility with approved pathway to the launch site.
3. As much parking as possible.
4. Have parking go in the direction to avoid headlights shining into neighboring properties (Per Plan A).
5. Vegetative buffer zone to mitigate headlights shining into adjacent properties.
6. Plantings would be as maintenance free as possible such as dune grass.
7. Keep infrastructure on property for potential future use.
8. Create a method for water accessibility with hand pump.
9. Work to establish a potential water trail around peninsula.
10. Signage that follows Peninsula Township parameters used.
11. DNR letter of support to improve or redesign Haserot Beach Boat Launch.

*Action-Motion* Snow moves that Griffiths write up the recommendations to the DNR, circulate to members of the Parks Commission, and submit to the DNR by October 1, 2018. Atkinson seconds. **PASSED UNAM**

## B. Urban & Community Forestry Grant Program

The township has hired an arborist for 8 hours at \$90 per hour. This money comes from the Park Commission budget. The arborist is doing forest management and this does not apply specifically to tree removal. The concern of the Park Commission is the safety of the visitors from falling branches or trees around Lighthouse Park. When applying for a grant, bigger is better and this arborist is now inspecting the parks in the Peninsula Township. This resulted in working to put together a grant proposal that needs to be done by September 21, 2018.

**Action-Motion** Snow moves that the Park Commission support the Peninsula Township applying for the Urban and Community Forestry Grant. Atkinson seconds.

Voice vote Ayes: Snow, Atkinson, Skurski, Griffiths

**PASSED UNAM**

**Action-Motion** Snow moves that the arborist spend an additional 8 hours at \$90 per hour to specifically concentrate on the assessing and marking the trees at Lighthouse Park with a view toward getting competitive bids for the work needed. Atkinson seconds.

Voice vote Ayes: Atkinson, Skurski, Griffiths, Snow

**PASSED UNAM**

## C. Michigan Nature Resolutions

Atkinson had a meeting with Jennifer Hodges, Randy Mielnik, and Rob Manigold. This was to discuss the grant applications previously submitted to the Michigan Natural Resources Trust Fund. One was for \$300,000 to purchase playground equipment and the other was for \$300,000 for trail development; both are for Bower's Harbor Park Expansion Projects. The scores for these projects were low and the DNR gave the opportunity for resubmittal by October 1, 2018. The Peninsula Township agreed to increase the amounts to be paid by the Township. By increasing these matching amounts, the DNR scores for the projects should be higher. This is the first step in the process. The Peninsula Township also will make a Resolution of Support and Authorization and both are to be resubmitted to the DNR.

**Action-Motion** Atkinson moves that the Resolution of Support and Authorization of a \$150,000 match by the Peninsula Township Board for playground equipment be accepted with a second by Snow.

Voice Vote Ayes Snow, Atkinson, Skurski, Griffiths

**PASSED UNAM**

**Action- Motion** Atkinson moves that the Resolution of Support and Authorization of a \$150,000 match by the Peninsula Township Board for trail development be accepted. This includes \$25,000 from the Traverse City Track Club. Second by Skurski.

Voice Vote Ayes Snow, Atkinson, Skurski, Griffiths

**PASSED UNAM**

9. **Citizen Comments** None
10. **Board Comments** Snow acknowledges the excellent work done by Chair Anne Griffiths on the 45<sup>th</sup> Parallel sign at Lighthouse Park.
11. **Adjourn** Atkinson moves to adjourn with a second by Skurski. Meeting adjourns at 10:15 a.m.

Lola Jackson  
Recording Secretary



GL NUMBER	DESCRIPTION	2018-19		ACTIVITY FOR MONTH 09/30/2018	AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	YTD BALANCE 09/30/2018			
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 Lq. Event Fee	5,585.00	5,938.00	5,306.00	(353.00)	106.32
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	390.00	90.00	1,110.00	26.00
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	6,328.00	5,396.00	101,157.00	5.89
TOTAL REVENUES						
Total Dept 000			6,328.00	5,396.00	101,157.00	5.89
Expenditures						
Dept 000						
208-000-710.000	Townpak/Work Comp	0.00	0.00	0.00	0.00	0.00
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	2,480.00	160.00	7,320.00	25.31
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	3,047.07	0.00	477.93	86.44
208-751-715.000	Employer Social Security	950.00	244.80	21.42	705.20	25.77
208-751-718.000	Pension	0.00	0.00	0.00	0.00	0.00
208-751-726.000	Supplies	1,000.00	1,331.73	0.00	(331.73)	133.17
208-751-783.000	Seeding and Planting Services	10,000.00	405.00	0.00	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	194.00	0.00	1,106.00	14.92
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	40,769.90	3,361.60	(7,449.90)	122.36
208-751-818.010	Contractual and Recording Sec	2,880.00	840.00	120.00	2,040.00	29.17
208-751-855.DEQ	Noncom. Public Wat. Sup. Fee	2,960.00	160.00	0.00	2,800.00	5.41
208-751-900.000	Printing & Publishing	2,000.00	339.90	0.00	1,660.10	17.00
208-751-921.000	Electricity	2,500.00	942.31	201.72	1,557.69	37.69
208-751-926.000	Street Lighting	3,900.00	601.14	100.11	3,298.86	15.41
208-751-930.000	Repairs and Maintenance	12,225.00	5,289.10	0.00	6,935.90	43.26
208-751-930.100	Log Church Maintenance	10,034.77	10,034.77	10,034.77	2,465.23	80.28
208-751-930.200	BHP Repairs and Maintenance	5,000.00	2,480.49	420.00	2,519.51	49.61
208-751-958.000	Memberships and Dues	500.00	518.40	0.00	(18.40)	103.68
208-751-960.000	Education & Training	250.00	0.00	0.00	250.00	0.00

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 09/30/2018	ACTIVITY FOR MONTH 09/30/2018	AVAILABLE BALANCE	% BGET USED
Fund 208 - PARKS/HASEROT/BHP/ARCHIE						
Expenditures						
208-751-967.BHP	Bowers Harbor Park Expansion	0.00	11,214.03	0.00	(11,214.03)	100.00
208-751-970.000	Capital Outlay/MiscExpenditures	37,000.00	0.00	0.00	37,000.00	0.00
Total Dept 751 - PARKS		145,210.00	80,892.64	14,419.62	64,317.36	55.71
TOTAL EXPENDITURES		145,210.00	80,892.64	14,419.62	64,317.36	55.71
Fund 208 - PARKS/HASEROT/BHP/ARCHIE:						
TOTAL REVENUES		107,485.00	6,328.00	5,396.00	101,157.00	5.89
TOTAL EXPENDITURES		145,210.00	80,892.64	14,419.62	64,317.36	55.71
NET OF REVENUES & EXPENDITURES		(37,725.00)	(74,564.64)	(9,023.62)	36,839.64	197.65

REVENUE AND EXPENDITURE REPORT FOR PENINSULA TOWNSHIP  
 PERIOD ENDING 09/30/2018  
 % Fiscal Year Completed: 50.14

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 09/30/2018	ACTIVITY FOR MONTH 09/30/2018	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	201.64	0.00	(101.64)	201.64
212-000-675.000	Donations	1,500.00	0.00	0.00	1,500.00	0.00
212-000-676.000	Miscellaneous	0.00	2.50	0.00	(2.50)	100.00
Total Dept 000		8,600.00	7,538.41	0.00	1,061.59	87.66
TOTAL REVENUES						
		8,600.00	7,538.41	0.00	1,061.59	87.66
Expenditures						
Dept 000						
212-000-807.000	Audit Fees	500.00	291.00	0.00	209.00	58.20
212-000-818.000	Contractual Services	1,000.00	1,253.20	117.20	(253.20)	125.32
212-000-921.000	Electricity	300.00	156.88	26.17	143.12	52.29
212-000-930.000	Repairs and Maintenance	1,000.00	608.46	0.00	391.54	60.85
212-000-956.100	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/MiscExpenditures	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.CRB	CRNA Bond Debt Service	750.00	750.00	0.00	0.00	100.00
Total Dept 000		289,300.00	288,309.54	143.37	990.46	99.66
TOTAL EXPENDITURES						
		289,300.00	288,309.54	143.37	990.46	99.66
Fund 212 - Pelizzari Natural Area:						
TOTAL REVENUES		8,600.00	7,538.41	0.00	1,061.59	87.66
TOTAL EXPENDITURES		289,300.00	288,309.54	143.37	990.46	99.66
NET OF REVENUES & EXPENDITURES		(280,700.00)	(280,771.13)	(143.37)	71.13	100.03

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 09/30/2018	ACTIVITY FOR MONTH 09/30/2018	AVAILABLE BALANCE	% BDT 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	728.85	102.60	971.15	42.87
215-000-970.000	Capital Outlay/MiscExpenditures	0.00	0.00	0.00	0.00	0.00
Total Dept 000		2,800.00	728.85	102.60	2,071.15	26.03
TOTAL EXPENDITURES						
		2,800.00	728.85	102.60	2,071.15	26.03
Fund 215 - DOUGHERTY HOUSE:						
TOTAL REVENUES						
		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES						
		2,800.00	728.85	102.60	2,071.15	26.03
NET OF REVENUES & EXPENDITURES						
		(2,800.00)	(728.85)	(102.60)	(2,071.15)	26.03

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 09/30/2018	ACTIVITY FOR MONTH 09/30/2018	AVAILABLE BALANCE	% BDTG USED
Fund 508 - Lighthouse Fund						
Revenues						
Dept 000						
508-000-508.LHG	Lighthouse Grant	41,000.00	43,142.02	0.00	(2,142.02)	105.22
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	3,175.00	0.00	3,825.00	45.36
508-000-667.200	Lighthouse Tours	85,000.00	69,820.00	11,135.00	15,180.00	82.14
508-000-675.000	Donations	4,000.00	3,688.73	849.08	311.27	92.22
508-000-699.000	Appropriated Transfers In	0.00	0.00	0.00	0.00	0.00
Total Dept 000		137,075.00	119,825.75	11,984.08	17,249.25	87.42
TOTAL REVENUES						
Total Dept 000		137,075.00	119,825.75	11,984.08	17,249.25	87.42
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	4,420.57	722.95	4,604.43	48.98
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	338.19	55.31	351.81	49.01
508-000-724.000	POSTAGE	150.00	74.55	0.00	75.45	49.70
508-000-726.000	Supplies	1,500.00	2,033.75	575.08	(533.75)	135.58
508-000-726.KPR	Keeper Quarter Supplies	250.00	71.88	0.00	178.12	28.75
508-000-726.LHS	Lighthouse Signs	0.00	111.36	0.00	(111.36)	100.00
508-000-728.000	Grounds	1,500.00	192.35	0.00	1,307.65	12.82
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	97.00	0.00	703.00	12.13
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	8,514.00	979.00	5,486.00	60.81
508-000-818.BGC	Background Checks	250.00	59.16	0.00	190.84	23.66
508-000-818.LHG	Lighthouse Grant Match	0.00	0.00	0.00	0.00	0.00
508-000-818.SAN	Sanitation Services	7,200.00	4,000.00	1,220.00	3,200.00	55.56
508-000-818.SEC	Security	300.00	190.10	24.99	109.90	63.37
508-000-818.WEB	Website	500.00	0.00	0.00	500.00	0.00
508-000-850.000	Com/Telephone	3,000.00	1,447.06	220.80	1,552.94	48.24
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	769.21	370.16	1,030.79	42.73
508-000-881.000	Community Activities	2,500.00	732.78	406.57	1,767.22	29.31
508-000-900.000	Publishing	1,500.00	103.70	83.70	1,396.30	6.91
508-000-900.FNP	PRINTING AND PUBLISHING	0.00	117.18	0.00	(117.18)	100.00
508-000-921.000	Electricity	1,500.00	690.16	142.43	809.84	46.01
508-000-930.000	Repairs and Maintenance	15,000.00	21,313.19	3,967.76	(6,313.19)	142.09
508-000-956.000	Contingency	0.00	0.00	0.00	0.00	0.00
508-000-958.000	Memberships and Dues	800.00	497.50	270.00	302.50	62.19
508-000-960.000	Education & Training	1,250.00	1,847.42	302.30	(597.42)	147.79
508-000-968.000	Depreciation / Depletion	0.00	0.00	0.00	0.00	0.00
508-000-970.000	Capital Outlay/MiscExpenditures	34,300.00	1,545.42	696.55	32,754.58	4.51
508-000-999.000	Appropriations Transfers Out	0.00	0.00	0.00	0.00	0.00
Total Dept 000		103,005.00	52,657.97	10,037.60	50,347.03	51.12
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		YTD BALANCE 09/30/2018	ACTIVITY FOR MONTH 09/30/2018	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET					
Fund 508 - Lighthouse Fund							
Expenditures							
	Total Dept 804 - LIGHTHOUSE	0.00		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		103,005.00		52,657.97	10,037.60	50,347.03	51.12
Fund 508 - Lighthouse Fund:							
TOTAL REVENUES		137,075.00		119,825.75	11,984.08	17,249.25	87.42
TOTAL EXPENDITURES		103,005.00		52,657.97	10,037.60	50,347.03	51.12
NET OF REVENUES & EXPENDITURES		34,070.00		67,167.78	1,946.48	(33,097.78)	197.15

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 09/30/2018	ACTIVITY FOR MONTH 09/30/2018	AVAILABLE BALANCE	% BDT USED
Fund 509 - LIGHTHOUSE GIFT SHOP						
Revenues						
Dept 000						
509-000-664.000	Interest & Dividends	75.00	179.71	0.00	(104.71)	239.61
509-000-667.300	Gift Shop Sales	82,000.00	70,812.05	12,935.09	11,187.95	86.36
509-000-667.400	Lighthouse Sales Tax	4,920.00	4,248.75	776.11	671.25	86.36
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	75,240.51	13,711.20	11,754.49	86.49
TOTAL REVENUES		86,995.00	75,240.51	13,711.20	11,754.49	86.49
Expenditures						
Dept 000						
509-000-707.000	Temporary Employees	3,000.00	627.50	77.50	2,372.50	20.92
509-000-708.000	Gift Shop Manager	18,000.00	10,314.64	1,686.88	7,685.36	57.30
509-000-710.000	Towmpak/Work Comp	1,200.00	1,672.94	0.00	(472.94)	139.41
509-000-710.BND	Bonding	100.00	0.00	0.00	100.00	0.00
509-000-715.000	Employer Social Security	1,615.00	337.06	134.97	777.94	51.83
509-000-716.TAX	LHGS St Pd to MI	4,920.00	3,472.64	925.00	1,447.36	70.58
509-000-716.TDI	Sales Tax Discount	0.00	0.00	0.00	0.00	0.00
509-000-724.000	POSTAGE	150.00	17.65	0.00	132.35	11.77
509-000-726.000	Supplies	2,000.00	706.03	178.66	1,293.97	35.30
509-000-727.000	Merchandise For Lighthouse Gift Shop	42,000.00	45,086.67	2,955.97	(3,086.67)	107.35
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	1,582.21	264.84	217.79	87.90
509-000-807.000	Audit Fees	800.00	48.50	0.00	751.50	6.06
509-000-900.000	Publishing	600.00	0.00	0.00	600.00	0.00
509-000-900.PNF	PRINTING AND PUBLISHING	0.00	187.93	0.00	(187.93)	100.00
509-000-901.000	Cash Short	200.00	(0.45)	0.00	200.45	(0.23)
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	64,553.32	6,223.82	13,231.68	82.99
TOTAL EXPENDITURES		77,785.00	64,553.32	6,223.82	13,231.68	82.99
Fund 509 - LIGHTHOUSE GIFT SHOP:						
TOTAL REVENUES		86,995.00	75,240.51	13,711.20	11,754.49	86.49
TOTAL EXPENDITURES		77,785.00	64,553.32	6,223.82	13,231.68	82.99
NET OF REVENUES & EXPENDITURES		9,210.00	10,687.19	7,487.38	(1,477.19)	116.04
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		340,155.00	208,932.67	31,091.28	131,222.33	61.42
NET OF REVENUES & EXPENDITURES		618,100.00	487,142.32	30,927.01	130,957.68	78.81
		(277,945.00)	(278,209.65)	154.27	264.65	100.10

Please note that Peninsula Township has been awarded the Consumers Energy 2018 Tree Planting Grant of \$2,500.

This is for 25 maple trees to be planted at Haserot and BHP.

The trees have been selected at Barker Creek Nursery (same supplier for the Palazari project).

The grant covers the cost of trees and we are responsible for \$1,131 for delivery, planting, compost materials.

We will need to initially pay cost of trees \$2,281.28 and \$1,311 to Barker Creek, then CE will reimburse the Park Commission.





## Lighthouse Manager Report Oct. 3, 2018

### GENERAL MATTERS & MARKETING

The lighthouse gift shop/museum is open daily. I am fielding about 15 calls and emails weekly for visitor questions, concerns and lost and found. Gift shop gross sales for this year through September 30 are \$152,279 total and \$70,906 of this is for tours. This is \$8,260 more than last year's sales by September 30th. When the season ends, I will put together the final inventory list and merchandise costs.

MDOT has put up a new sign at the base of the peninsula for the Lighthouse Park – 17 miles. I requested this last year since I get about one call a week on folks needed directions to the lighthouse.

### MAINTENANCE & REPAIRS

#### Tower Window Repairs to stop leaks

Mihm has completed the tower work and this will prevent the tower from rain leaks for the next several decades. The amount owed currently is \$7,713. Final invoice is included with packet. This winter we will have to address more work on the inside tower floor damage on the lantern deck and the inside landing floor– all due from water entering the tower below the windows.

#### Lighthouse Thermostat Control

I need to decide on a temperature alarm/remote control for the lighthouse. The Fresnel lens on the 2<sup>nd</sup> floor needs to stay about 65 degrees or warmer according to our contract with the Coast Guard. The second floor has only one visible heat vent and having guests/keepers stay at the house I can't always control the temperature. We have had incidents in the past about this issue.

#### Storage Building Roof Repair/Replacement

Bob is contracted to finish the repairs. Most repairs are now done.

#### Southside Large Signage

Cost is \$1041.41 for Image360, they will install the sign soon.

#### Historic Brick Well House

I am ordering a sign for the well house and working on getting volunteers to paint the well house. It may get done this season.

#### Lighthouse Lawn/Grounds

I have a quote from a local landscaping company to get the west side lawn leveled and seeded. I have spoken with other knowledgeable individuals about this and the cost will likely be \$4500-\$6500. This is something we can discuss for the 2019 budget. The sprinkling system needs updating too for this project.

### COMMUNITY ACTIVITY

On Saturday, Sept. 29<sup>th</sup> a group of high school seniors from St. Francis volunteered their time. They came out to the lighthouse and completed the fence painting project. It looks great now and will hold up nicely over the winter months.

### **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. After meeting with Angie from Old Mission Inn I am inspired to do a new museum board about the OMP in 1900.

### **KEEPER/VOLUNTEER PROGRAM**

The keeper program is going well. I have updated the Keeper Handbook again due to recent health issues with keepers and communications. Now the keeper handbook is 7 pages. Keepers are paid up and the calendar is full. I have many inquiries about 2019 season and have started scheduling the keepers. I'm confident that I will have the 2019 schedule full by January. I need more local volunteers for Mondays - the keepers' day off.