

PENINSULA TOWNSHIP PARK COMMISSION
Regular Meeting
Township Hall
November 1, 2017 – 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)

Treasurer's Report and invoice list approval

- 8. Business**
 - A. Presentation of draft Park Commission long-range plan and consideration of a motion to publish the draft long-range plan for at least 30 days of public input.**
 - B. Department of Natural Resources update regarding Kelley Park.**
 - C. Lighthouse Manager's Report – Schultz**
 - D. 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.

Parks Commission Expenditure Report - Approved Invoices				Budget 2017-2018	Nov 1, 2017	
Parks/Has/BHP/Ar/BJ	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
Date	208		0			40
10/5/2017	208	783.000		NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK	ARCHIE PARK - ORIENTAL BITTERSWEET TREATMENT	
	208	726.000				
8/15/17	208	930.000	174105-1	SOS ANALYTICAL	WATER SAMPLE TESTING-BACTERIA, NITROGEN	\$340.00
	208	855.000				380.00
Subtotal						Amount
Hessler Log Home	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
Date	213					
	213					
Subtotal						Amount
Dougherty House	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
Date	215					
	215	745.000				
Subtotal						Amount
Pelizzari Natural Area	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
Date	212					
	212	930.000				
	212	930.000				
Subtotal						Amount
Lighthouse Fund	Dep #	Acct #	Invoice #	Pay to	For the purpose of	Amount
Date	508					
10/27/17	508	930.000	3712	Advanced Insulation Systems Inc	Lighthouse insulation	\$2575.00
10/19/2017	508	930.000	1126896	DeWeese Hardware	Misc materials LH	\$34.17
7/31/17	508	930.000	803761	Payment From: O'LEARY PAINT	CREDIT OVERPAYMENT	-\$5.27
9/20/17	508	930.000	88225 04 4738	MIENARDS	NAIS, FENCING MTLs	\$95.54
10/18/17	508	930.000	1/257	THE HOME DEPOT	TOILET TREATMENT	\$13.50
10/4/17	508	930.000	1121322	DEWEESE HARDWARE	BATTERIES	\$14.99
10/4/2017	508	930.000	1121320	DEWEESE HARDWARE	EMERGENCY LIGHT	\$19.99
9/18/2017	508	930.000	1115095	DEWEESE HARDWARE	PAINT SUPPLIES	\$17.03
10/1/2017	508	801.000	112927	KELLER THOMA	LEGAL DISCUSSION - LH MGR	\$175.00
Subtotal						\$2764.95
Dep #	Acct #	Invoice #	Pay to	For the purpose of	Amount	
509						
509	727.000					
509	727.000					
509	727.000					
509	727.000					
509	727.000					
Subtotal						\$3144.95
Total Expenditures					Nov 1 2017	
			Approval:			
			Anne Griffiths	X		

ADVANCED INSULATION SYSTEMS, Inc.

5975 Sunset View Drive
Traverse City, Michigan 49684
(231) 941-7786 Fax: (231) 421-8424

Invoice

Date	Invoice #
10/23/2017	3712

Bill To
Peninsula Township Ginger Schultz 13235 Center Road Traverse City, MI 49686

P.O. No.	Due Date	Project
17314	11/10/2017	Lighthouse #3 - 20500 Center Rd., T/C

Description
<p>PROJECT: RETROFIT - Old Mission Lighthouse, 20500 Center Road, Traverse City, MI. Request for remaining crawl space insulation at the Lighthouse, and also the floor space of an existing storage building.</p> <p>Job site visit by Ron Novak on 5-15-17, with Ginger Schultz.</p> <p>LIGHTHOUSE CRAWL SPACE - Remaining Area: \$1,490.00. - YES. -REMOVE and DISPOSE of existing 6-Mil Poly Vapor Barrier from Floor. -BOTTOM of FOUNDATION FOOTING: Apply JM Corbond III 2# CLOSED Cell Foam to SEAL. -CRAWL SPACE FLOOR: Apply 12-Mil Guardian Liner Poly Vapor Barrier on CRAWL SPACE FLOOR, "curling" up walls; tape seams. -CRAWL SPACE WALLS: Apply 1" average JM Corbond III 2# CLOSED Cell Foam to CRAWL SPACE WALLS, starting at the level of the Rim Joists, "down" the WALLS and over the edges of the Poly Vapor Barrier to SEAL. -CRAWL SPACE WALLS: Apply JM TC THERMAL Barrier Intumescent Coating to JM Corbond III 2# CLOSED Cell Foam.</p> <p>STORAGE BUILDING - Floor Area: \$1,085.00. - YES. -"BOTTOM" Exterior Wall Areas need to be "Blocked Off" @ Exterior Siding - BY OTHERS. -FLOOR SPACE: Apply 4" average JM Corbond III 2# CLOSED Cell Foam @ R-28.</p>

E-mail	Web Site	TOTAL	\$2,575.00
info@advancedinsulationtc.com	www.insulation.tc		

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 10/31/2017	AVAILABLE BALANCE	% BDT USED	ACTIVITY FOR MONTH 10/31/2017
		ORIGINAL BUDGET	BUDGET				
Fund 208 - PARKS/HASEROT/BHP/ARCHIE							
Revenues							
Dept 000							
208-000-664.000	Interest & Dividends	0.00		144.83	(144.83)	100.00	0.00
Total Dept 000		0.00		144.83	(144.83)	100.00	0.00
Dept 751-PARKS							
208-751-607.EVT	Parks Ig. Event Fee	0.00		5,585.00	(5,585.00)	100.00	0.00
208-751-664.000	Interest & Dividends	450.00		0.00	450.00	0.00	0.00
208-751-667.000	Rental Income	1,000.00		1,020.00	(20.00)	102.00	0.00
208-751-675.000	Donations	500.00		250.00	250.00	50.00	0.00
208-751-699.000	Appropriated Transfers In	100,000.00		100,000.00	0.00	100.00	0.00
Total Dept 751-PARKS		101,950.00		106,855.00	(4,905.00)	104.81	0.00
TOTAL REVENUES		101,950.00		106,999.83	(5,049.83)	104.95	0.00
Expenditures							
Dept 000							
208-000-818.000	Contractual Services	0.00		6,319.68	(6,319.68)	100.00	0.00
208-000-855.DEQ	Noncom. Public Wat. Sup. Fee	0.00		557.61	(557.61)	100.00	0.00
208-000-999.000	Appropriations Transfers Out	0.00		41.76	(41.76)	100.00	0.00
Total Dept 000		0.00		6,919.05	(6,919.05)	100.00	0.00
Dept 751-PARKS							
208-751-703.000	Per Diem	7,500.00		2,520.00	4,980.00	33.60	560.00
208-751-710.000	Towmpak/Work Comp	1,750.00		1,217.00	533.00	69.54	0.00
208-751-715.000	Employer Social Security	600.00		192.78	407.22	32.13	42.84
208-751-726.000	Supplies	1,000.00		113.73	886.27	11.37	0.00
208-751-783.000	Seeding and Planting Services	10,000.00		0.00	10,000.00	0.00	0.00
208-751-801.000	Legal Fees	1,000.00		0.00	1,000.00	0.00	0.00
208-751-807.000	Audit Fees	1,000.00		0.00	1,000.00	0.00	0.00
208-751-818.000	Contractual Services	45,000.00		15,799.20	29,200.80	35.11	3,159.84
208-751-818.010	Contractual and Recording Sec	2,160.00		720.00	1,440.00	33.33	0.00
208-751-855.DEQ	Noncom. Public Wat. Sup. Fee	0.00		100.00	(100.00)	100.00	0.00
208-751-900.000	Printing & Publishing	2,000.00		262.40	1,737.60	13.12	0.00
208-751-921.000	Electricity	2,500.00		861.43	1,638.57	34.46	95.63
208-751-926.000	Street Lighting	1,250.00		2,712.83	(1,462.83)	217.03	87.60
208-751-930.000	Repairs and Maintenance	20,000.00		9,460.96	10,539.04	47.30	0.00
208-751-930.100	Log Church Maintenance	22,000.00		0.00	22,000.00	0.00	0.00
208-751-930.200	BHP Repairs and Maintenance	2,100.00		4,362.58	(2,262.58)	207.74	0.00
208-751-958.000	Memberships and Dues	0.00		307.48	(307.48)	100.00	0.00
208-751-960.000	Education & Training	250.00		0.00	250.00	0.00	0.00
208-751-967.BHP	Bowers Harbor Park Expansion	30,000.00		15,675.58	14,324.42	52.25	0.00
208-751-970.000	Capital Outlay	0.00		1,716.20	(1,716.20)	100.00	0.00
Total Dept 751-PARKS		150,110.00		56,022.17	94,087.83	37.32	3,945.91
TOTAL EXPENDITURES		150,110.00		62,941.22	87,168.78	41.93	3,945.91

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 10/31/2017	AVAILABLE BALANCE	% BDT USED	ACTIVITY FOR MONTH 10/31/2017
		ORIGINAL BUDGET					
Fund 208 -	PARKS/HASEROT/BHP/ARCHIE						
Fund 208 -	PARKS/HASEROT/BHP/ARCHIE:						
TOTAL REVENUES		101,950.00		106,999.83	(5,049.83)	104.95	0.00
TOTAL EXPENDITURES		150,110.00		62,941.22	87,168.78	41.93	3,945.91
NET OF REVENUES & EXPENDITURES		(48,160.00)		44,058.61	(92,218.61)	91.48	(3,945.91)

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	YTD BALANCE 10/31/2017	AVAILABLE BALANCE	% BDC USED	ACTIVITY FOR MONTH 10/31/2017
Fund 212 - Pelizzari Natural Area						
Revenues						
Dept 000						
212-000-407.000	Delinquent Taxes	6,900.00	6,962.78	(62.78)	100.91	0.00
212-000-620.000	Tax Collection Payover	318,000.00	0.00	318,000.00	0.00	0.00
212-000-664.000	Interest & Dividends	500.00	224.68	275.32	44.94	0.00
212-000-675.000	Donations	0.00	350.00	(350.00)	100.00	350.00
Total Dept 000		325,400.00	7,537.46	317,862.54	2.32	350.00
TOTAL REVENUES						
		325,400.00	7,537.46	317,862.54	2.32	350.00
Expenditures						
Dept 000						
212-000-807.000	Audit Fees	500.00	0.00	500.00	0.00	0.00
212-000-818.000	Contractual Services	2,300.00	762.72	1,537.28	33.16	108.96
212-000-921.000	Electricity	500.00	174.24	325.76	34.85	25.33
212-000-930.000	Repairs and Maintenance	1,000.00	0.00	1,000.00	0.00	0.00
212-000-956.100	Contingency/Miscellaneous	500.00	0.00	500.00	0.00	0.00
212-000-961.000	Refund of Taxes	250.00	0.00	250.00	0.00	0.00
212-000-970.000	Capital Outlay	2,500.00	0.00	2,500.00	0.00	0.00
212-000-991.000	Debt Service - Principal	265,000.00	265,000.00	0.00	100.00	0.00
212-000-995.000	Debt Service - Interest	15,469.00	15,468.75	0.25	100.00	0.00
212-000-997.CRB	CRNA Bond Debt Service	750.00	750.00	0.00	100.00	0.00
Total Dept 000		288,769.00	282,155.71	6,613.29	97.71	134.29
TOTAL EXPENDITURES						
		288,769.00	282,155.71	6,613.29	97.71	134.29
Fund 212 - Pelizzari Natural Area:						
TOTAL REVENUES						
		325,400.00	7,537.46	317,862.54	2.32	350.00
TOTAL EXPENDITURES						
		288,769.00	282,155.71	6,613.29	97.71	134.29
NET OF REVENUES & EXPENDITURES						
		36,631.00	(274,618.25)	311,249.25	749.69	215.71

REVENUE AND EXPENDITURE REPORT FOR PENINSULA TOWNSHIP
 PERIOD ENDING 10/31/2017

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 10/31/2017	AVAILABLE BALANCE	% BDT USED	ACTIVITY FOR MONTH 10/31/2017
		ORIGINAL BUDGET					
Fund 508 - Lighthouse Fund							
Revenues							
Dept 000							
508-000-508.IHG	Lighthouse Grant	40,000.00	0.00	40,000.00	0.00	0.00	0.00
508-000-664.000	Interest & Dividends	100.00	30.10	69.90	30.10	0.00	0.00
508-000-667.100	Keeper Program	6,500.00	4,120.00	2,380.00	63.38	350.00	350.00
508-000-667.200	Lighthouse Tours	76,000.00	81,895.00	(5,895.00)	107.76	8,886.00	8,886.00
508-000-675.000	Donations	2,000.00	8,413.38	(6,413.38)	420.67	5,430.47	5,430.47
Total Dept 000		124,600.00	94,458.48	30,141.52	75.81	14,666.47	14,666.47
TOTAL REVENUES							
		124,600.00	94,458.48	30,141.52	75.81	14,666.47	14,666.47
Expenditures							
Dept 000							
508-000-708.000	Lighthouse Manager	8,500.00	5,462.87	3,037.13	64.27	688.20	688.20
508-000-710.000	Towpapak/Work Comp	2,300.00	0.00	2,300.00	0.00	0.00	0.00
508-000-715.000	Employer Social Security	650.00	417.89	232.11	64.29	52.65	52.65
508-000-724.000	POSTAGE	0.00	13.64	(13.64)	100.00	12.44	12.44
508-000-726.000	Supplies	3,000.00	588.90	2,411.10	19.63	14.52	14.52
508-000-726.KPR	Keeper Quarter Supplies	0.00	22.24	(22.24)	100.00	0.00	0.00
508-000-726.IHS	Lighthouse Signs	0.00	87.90	(87.90)	100.00	0.00	0.00
508-000-728.000	Grounds	800.00	632.68	167.32	79.09	0.00	0.00
508-000-729.000	Museum Displays	0.00	529.65	(529.65)	100.00	0.00	0.00
508-000-745.000	Heating Fuel	1,300.00	389.96	910.04	30.00	0.00	0.00
508-000-801.000	Legal Fees	850.00	218.75	631.25	25.74	0.00	0.00
508-000-807.000	Audit Fees	600.00	0.00	600.00	0.00	0.00	0.00
508-000-818.000	Contractual Services	13,100.00	7,239.04	5,860.96	55.26	762.72	762.72
508-000-818.BGC	Background Checks	0.00	59.16	(59.16)	100.00	0.00	0.00
508-000-818.IHG	Lighthouse Grant Match	0.00	10,582.23	(10,582.23)	100.00	0.00	0.00
508-000-818.SEC	Security	600.00	119.94	480.06	19.99	0.00	0.00
508-000-818.WEB	Website	0.00	143.10	(143.10)	100.00	0.00	0.00
508-000-850.000	Com/Telephone	1,500.00	885.50	614.50	59.03	181.26	181.26
508-000-855.DEQ	Noncom. Public Wat. Sup. Fee	0.00	205.87	(205.87)	100.00	0.00	0.00
508-000-870.000	Mileage	3,000.00	1,310.48	1,689.52	43.68	316.72	316.72
508-000-881.000	Community Activities	1,000.00	1,177.02	(177.02)	117.70	0.00	0.00
508-000-900.000	Printing & Publishing	1,500.00	595.00	905.00	39.67	0.00	0.00
508-000-921.000	Electricity	2,000.00	619.56	1,380.44	30.98	96.10	96.10
508-000-930.000	Repairs and Maintenance	17,500.00	3,042.81	14,457.19	17.39	122.25	122.25
508-000-956.000	Contingency Fund	2,500.00	0.00	2,500.00	0.00	0.00	0.00
508-000-958.000	Memberships and Dues	345.00	445.00	(100.00)	128.99	0.00	0.00
508-000-960.000	Education & Training	0.00	30.00	(30.00)	100.00	0.00	0.00
508-000-970.000	Capital Outlay	13,000.00	0.00	13,000.00	0.00	0.00	0.00
508-000-999.000	Appropriations Transfers Out	40,000.00	40,000.00	0.00	100.00	0.00	0.00
Total Dept 000		114,045.00	74,819.19	39,225.81	65.60	2,246.86	2,246.86
TOTAL EXPENDITURES							
		114,045.00	74,819.19	39,225.81	65.60	2,246.86	2,246.86
Fund 508 - Lighthouse Fund:							
TOTAL REVENUES		124,600.00	94,458.48	30,141.52	75.81	14,666.47	14,666.47
TOTAL EXPENDITURES		114,045.00	74,819.19	39,225.81	65.60	2,246.86	2,246.86
NET OF REVENUES & EXPENDITURES		10,555.00	19,639.29	(9,084.29)	186.07	12,419.61	12,419.61

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	YTD BALANCE 10/31/2017	AVAILABLE BALANCE	% BDT USED	ACTIVITY FOR MONTH 10/31/2017
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REVENUE AND EXPENDITURE REPORT FOR PENINSULA TOWNSHIP
 PERIOD ENDING 10/31/2017

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	YTD BALANCE 10/31/2017	AVAILABLE BALANCE	% BDDT USED	ACTIVITY FOR MONTH 10/31/2017
Fund 509 - LIGHTHOUSE GIFT SHOP						
Revenues						
Dept 000						
509-000-664.000	Interest & Dividends	200.00	19.23	180.77	9.62	0.00
509-000-667.300	Gift Shop Sales	66,000.00	68,457.91	(2,457.91)	103.72	5,280.61
509-000-667.400	Lighthouse Sales Tax	4,000.00	4,209.58	(209.58)	105.24	316.84
509-000-675.000	Donations	0.00	44.82	(44.82)	100.00	0.00
Total Dept 000		70,200.00	72,731.54	(2,531.54)	103.61	5,597.45
TOTAL REVENUES						
		70,200.00	72,731.54	(2,531.54)	103.61	5,597.45
Expenditures						
Dept 000						
509-000-708.000	Gift Shop Manager	16,000.00	12,746.67	3,253.33	79.67	1,605.80
509-000-710.000	Towmpak/Work Comp	1,200.00	0.00	1,200.00	0.00	0.00
509-000-715.000	Employer Social Security	1,300.00	975.13	324.87	75.01	122.84
509-000-716.TAX	LHGS ST Pd to MI	4,000.00	3,793.30	206.70	94.83	606.69
509-000-716.TDI	Sales Tax Discount	0.00	(6.00)	6.00	100.00	0.00
509-000-726.000	Supplies	500.00	1,759.71	(1,259.71)	351.94	0.00
509-000-727.000	Merchandise For Lighthouse Gift Shop	33,000.00	40,527.23	(7,527.23)	122.81	0.00
509-000-806.000	Banking Supplies	0.00	241.08	(241.08)	100.00	0.00
509-000-806.CCF	Credit Card Fees	2,000.00	1,474.28	525.72	73.71	108.33
509-000-807.000	Audit Fees	600.00	0.00	600.00	0.00	0.00
509-000-900.000	Printing & Publishing	600.00	249.00	351.00	41.50	0.00
509-000-901.000	Cash Short	100.00	116.10	(16.10)	116.10	0.00
509-000-956.100	Contingency,Miscellaneous	1,000.00	0.00	1,000.00	0.00	0.00
Total Dept 000		60,300.00	61,876.50	(1,576.50)	102.61	2,443.66
TOTAL EXPENDITURES						
		60,300.00	61,876.50	(1,576.50)	102.61	2,443.66
Fund 509 - LIGHTHOUSE GIFT SHOP:						
TOTAL REVENUES						
		70,200.00	72,731.54	(2,531.54)	103.61	5,597.45
TOTAL EXPENDITURES						
		60,300.00	61,876.50	(1,576.50)	102.61	2,443.66
NET OF REVENUES & EXPENDITURES						
		9,900.00	10,855.04	(955.04)	109.65	3,153.79
TOTAL REVENUES - ALL FUNDS						
		622,150.00	281,727.31	340,422.69	45.28	20,613.92
TOTAL EXPENDITURES - ALL FUNDS						
		613,224.00	481,792.62	131,431.38	78.57	8,770.72
NET OF REVENUES & EXPENDITURES						
		8,926.00	(200,065.31)	208,991.31	2,241.38	11,843.20

Peninsula Township Park Master Plan Public Meeting Agenda

<i>Agenda Item</i>	
What is a PARKS RECREATION MASTER PLAN	
Why Update the Plan	
Updating Process	
Key Goals & Objectives	
Goals & Objectives for each Park	
Michigan DNR Input on Kelly Park	
Public Input & Discussion	
Next Meeting Dates	
Next Meeting Dates	

Table 1

WHAT IS A PARK'S MASTER PLAN			
	The MASTER PLAN defines the Goals & Objectives of the Park System		
	MASTER PLAN defines a priority of activities and projects needed to support the Goals & Objectives		
	MASTER PLAN provides the Park Commission and Township Board with an Expected Budget Requirements for Parks' Management		
	MASTER PLAN is required by the Michigan DNR to qualify for any state funding and is used by other Organizations for judging priority for grants and aid		
	MASTER PLAN Process provides an unique opportunity for Township Residents to impact the long term direction of the Park System		

WHY UPDATE THE MASTER PLAN

Provide the Park Commission with the Goals & Objectives to Guide there Decisions

Identify Park Projects to Improve Performance & Coverage

The Michigan DNR requires an Updated Master Plan every 5 years to Qualify for State Funding

Recent cost of Oak Wilt Treatment at Pelizzari was shared by Michigan Forestry Department (85%) and Peninsula Township (15%)

DNR & Peninsula Township Parks are cooperating to jointly manage Kelly & Haseret Parks for optimum usage

Any Park Expansion or Purchase would require outside contributions

Provide Parks & Township Boards with Projected Budget Requirements

MASTER PLAN 2018 UPDATE PROCESS

1	PARK COMMISSION REVIEWS MASTER PLAN 2010			August 2017
2	PARK COMMISSION UPDATES PLAN WITH PRIOR INPUTS			October 2017
3	PARK COMMISSION REVIEWS MASTER PLAN WITH PUBLIC AT PUBLIC MEETING #1			November 2017
4	PARK COMMISSION INCORPORATES PUBLIC INPUT FROM PUBLIC #1 INTO MASTER PLAN 2018			November 2017
5	PARK COMMISSION PUBLISHES REVISED MASTER PLAN 2018 FOR REVIEW			November 2017
6	PARK COMMISSION REVIEWS REVISED MASTER PLAN WITH PUBLIC AT PUBLIC MEETING #2			December 2017
7	PARK COMMISSION INCORPORATES PUBLIC INPUT FROM PUBLIC #2 INTO MASTER PLAN 2018			December 2017
8	MASTER PLAN 2018 REVISED AGAIN & REVIEWED WITH PENINSULA TOWNSHIP BOARD: MASTER PLAN 2018 IS ACCEPTED AND/OR AMENDED			December 2017
9	PARK COMMISSION SUBMITS MASTER PLAN 2018 TO MICHIGAN DNR			January 2018

PENINSULA TOWNSHIP PARK'S GOALS

		<i>Key Goals</i>		
	Provide Recreation & Leisure Resources to Residents & Visitors			
	Preserve the Historic Nature of the Peninsula & Provide Education Opportunities			
	Maintain and Expand the Parks System at Reasonable Costs to Residents			
	Provide Water Access of All Types; Swimming, Launches for Power & Self-propelled, Water Trail			

MICHIGAN REQUIREMENTS FOR RECREATION MASTER PLAN

1	Community Description
2	Administrative Structure
3	Recreation Inventory
	Township Parks
	Location Map
	Accessibility Assessment
4	Resource Inventory
5	Planning Process Description
6	Description of Public Input Process
	Methods of Input
	Draft Plan Notice for Input
	Final 30 Day Review
7	Goals & Objectives
8	Action Program
9	Post Completion Self- Certification

Public Input Methods				
	Tonight's Public Meeting Comment Section			
	Tonight's Public Meeting Written Comment Cards			
	Peninsula Township Webpage Park's Master Plan Input Section			
	Peninsula Township Webpage Park's Master Plan Document for Review			

Parking lot – We still need an EXIT sign, a wrong way sign and one-way painted arrows on the driveway entry. I have a quote from Great Lakes Paving for resealing the blacktop and adding 5 arrows and parking lines in the lighthouse parking lot - \$4,012. The arrows should help with the traffic flow. This will unfortunately have to wait and be done in the Spring 2018, since this was not approved at the October meeting.

Porch Floor Repair

I am getting a quote from local contractor Archer Contracting for the repairs to the lighthouse porch floor. Cost: I would also like to have a quality storm door for the north side of the house for the winter months. Cost: \$300

Park Toilets

I will contact Security Sanitation to take back 2 of the port-o-johns from the lighthouse park on November 3rd. In the Spring we will resume service for additional port-o-johns.

After speaking with Brian the planner, he said if the new park toilets were to be paid with a grant, it won't happen until 2019. So we will have to continue the port-o-john service in 2018.

Maintenance Report

I have spoken with the treasurer and there is plenty of money in the gift shop account to cover the maintenance projects that I have put on my monthly report for now and Spring of 2018. This includes Bob's need to order new windows for the small historic storage building. The Park Board needs to approve the Treasurer to move money (\$20,000) from the gift shop account to the Lighthouse account to cover these maintenance expenses. I think \$20,000 should be adequate.

My Maintenance List

Referring to the list I submitted at the October meeting: I would like the opportunity to meet with the Park Board at the lighthouse in the off season to discuss my maintenance recommendations fully without interruption and show/explain what I have in mind for future needs at the lighthouse.

GIFT SHOP & MUSEUM

We are still busy in the gift shop and many folks doing the tour upstairs. I am working on more museum boards to add to the second floor.

KEEPER PROGRAM

I have been scheduling the 2018 calendar with keepers and it is filling up fast.

ESTIMATE #



Ginger Schultz
20500 Center Road
Michigan

645-0759

On Point Construction/Grand Traverse Roofing
963 E Commerce Drive
Traverse City, Michigan 49686

Estimate #
Date

001391
10/23/2017

Phone: (231) 392-4696
Email: grandtraverseroofing@gmail.com
Web: grandtraverseroofing.net

Description

Total

LABOR

\$1,700.00

- Remove existing shingles down to deck boards(OSB)
- Inspect and replace any deck boards(OSB) that have damage. A charge of \$48.50 will be charged for each piece that is found to be rotten or damaged. Which includes removal of old as well as disposal and replacement of new.
- Install drip edge on eaves underneath ice and water shield and up gables
- Install two rows of ice and water shield on eaves, 36" up complete valleys (16-18" on both sides of valley) (top to bottom) against any head wall/side wall and around any roof penetration.
- Install synthetic underlayment over remaining area of roof
- Install shingles to manufacturers warranty standards
- Install new pipe boots
- Install ridge vent on ridges where acceptable
- Install hip and ridge cap on all ridges and hips
- Clean-up job site (done dally) use of magnet to clean up any loose nails

MATERIALS

\$925.00

- 25 year Certainteed, 3 tab shingles
- Certainteed, Shadowridge (hip and ridge cap) *color match
- Certainteed, Winterguard leak barrier (ice and water shield)
- Titanium UDL 30, synthetic underlayment
- Metal drip edge (1 1/2" white or color match *upon request)
- Omni role (ridge vent)
- Pipe boot (for PVC vent pipes)
- 10 yard trailer on-site (waste removal)

Subtotal **\$2,625.00**

Total **\$2,625.00**

Heritage Wood Floor Specialists Inc.

QUOTE

2870 LaFranier Road
Traverse City, MI 49686

Voice-- 231-947-9589 Fax--231-947-0750
www.heritagewoodfloors.com

Quote Number: 34804
Quote Date: Oct 18, 2017
Good Thru: Nov 17, 2017

Quoted To:
PENNSULA TOWNSHIP GINGER SCHULTZ 20500 CENTER ROAD TRAVERSE CITY, MI 49686

Job Site:
OLD MISSION TOWNSHIP GINGER SCHULTZ 20500 CENTER ROAD TRAVERSE CITY, MI 49686

Phone: 231-645-0759

Alt Phone:

Fax:

Description	Amount
RETAIL SHOW AREA ON WATER SIDE OF BUILDING 415 SQ.FT. REFINISH FLOORS (DUSTLESS SANDING)	2,241.00
PLEASE SIGN AND RETURN WITH 50% DEPOSIT IN THE AMOUNT OF \$1,120.50. THANK YOU	
DATE: _____	

**Terms: 50% deposit due prior to start date
95% due when two coat is complete
remaining balance due upon completion**

TOTAL	2,241.00
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QUOTE

2870 LaFranier Road
 Traverse City, MI 49686

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 www.heritagewoodfloors.com

Quote Number: 35570
 Quote Date: Oct 18, 2017
 Good Thru: Nov 17, 2017

Quoted To:
PENINSULA TOWNSHIP GINGER SCHULTZ 20500 CENTER ROAD TRAVERSE CITY, MI 49686

Job Site:
OLD MISSION TOWNSHIP GINGER SCHULTZ 20500 CENTER ROAD TRAVERSE CITY, MI 49686

Phone: 231-645-0759

Alt Phone:

Fax:

Description	Amount
RESIDENCE AREA	
DARK CAULK AND EPOXY FILL OPEN GAPS	480.00
SAND AND REPAIR WORN AREAS	325.00
TWO REPAIRS IN BEDROOM	160.00
TOP COAT LIVING ROOM FLOOR	360.00
OPTION	
FURNITURE MOVE OUT AND BACK	
PLEASE SIGN AND RETURN WITH A 50% DEPOSIT IN THE AMOUNT OF \$652.50. THANK YOU.	
DATE _____	

**Terms: 50% deposit due prior to start date
 95% due when two coat is complete
 remaining balance due upon completion**

TOTAL	1,305.00
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