

PENINSULA TOWNSHIP  
PARK COMMISSION MINUTES  
13235 Center Road Traverse City, MI 49686  
November 2, 2016 7:00 PM Township Hall

Meeting called to order at 7:02 p.m.

Present: **Andrus, Griffiths, Sanders, Shipman**, and Rachel Mavis (recording secretary).

Absent: **Skurski** (excused)

**Approve Agenda**

**Motion by Andrus / Shipman** to approve agenda. **Motion passed.**

**Brief Citizen Comments - for items not on the Agenda**

None

**Conflict of Interest**

None

**Consent Agenda**

Invoice List Approval - In Skurski's absence, Shipman looked at it for this month. Pulling this and moving it to business item J.

**Motion by Griffiths / Shipman** to approve consent agenda. **Motion passed.**

**Business**

**Lighthouse Manager's Report by Ginger Schultz**

*General:* The keeper program is going well - openings for June through September for next year is already filled. A cancellation list is already started for next year and a list for 2018 is starting. There are fewer sales and visitors right now because of the changing season. Just finished final day of main season (10/31) and now are only open weekends. Sales from May 1 - Oct 31 (net sales with cc fees and discounts subtracted) were \$135,358.76. Out of that, \$68,809 was just tours. Closed one day for 2 1/2 hours in October because wifi was down.

\* **Griffiths** - what about sales tax? - It's figured off general merchandise sales. She just received that list. That is also a subtraction from the \$135,358.76.

*Maintenance:* Issue with the security system... there have been calls to the keeper in middle of the night that the system was out. Since under construction, it is turned off right now. Interested in a wireless system to make it simpler for the keepers, since they rotate so often. The sales person from EPS gave a quote for new system - now that they qualify as a commercial space, the quote is over \$2,350 just to set up (+ \$92/month service charge.) She is talking to other companies to find out more and get additional quotes. There is a leak in the tower when there is rain and a northern wind. Bob checked it and the outside of the tower was not caulked. (National Restoration was supposed to do that.) Bob will take care of caulking it. When there's standing water in the tower, there is a soft spot in the floor. This winter, when closed, she wants to have Bob pull up a board and check it out.

### **Maintenance Report by Bob Wilkinson**

None of the windows were caulked around the windows themselves. There are gaps. He was under the impression that National Restoration was supposed to caulk all the boards and paint around the tower. They put a facade around, but no caulk. Do the boards have to be the original boards and not covered up?

Working on putting away things for fall - wants to pull dock next week.

No insulation on lean-to at lighthouse (kitchen / dining area). Before it's closed up, it needs to be insulated. They have received two quotes: Allman & Sons - \$2,143 (no specific requirements) and Advanced Insulation - \$1,855 + requirement of 28" free clear area. Frank from Mihm said it would be \$1,810 to create 28" area. Bob thinks insulation on ground in there should be removed and have it cleaned up before they come in.

Ginger - they did quote two different types of foam... the lower quote is a better foam. Advanced Insulation would also wrap duct work. (Allman & Sons didn't include that in quote.)

**Andrus** - It's a concern that if there are electrical wires and they are buried in that insulation, what do they do when things have to be replaced? - Bob said that with either choice, all would have to be dug out for any repairs in the future. The timeline is important - if we don't get it done now, it may or may not get done. It will be closed and not accessible. Right now there are three sides exposed, so it's important to get the work done.

**Andrus** - Agrees with email from Skurski and thinks they should take their time with this project and not rush into anything.

**Griffiths** - sees no reason to wait. They should have Frank (Mihm) go in and see if there's anything problematic. There are very unstable areas under there, drawing insects and rodents. It's important to not delay on this, especially since the contractors are available. **Motion** to take Advanced Insulation's bid and have Frank (Mihm) go in there and look. - Bob noted that the bid

Frank gave was to remove the soil and make the space there. So if he finds anything with the electrical or plumbing, that will go above and beyond original quote.

**Sanders** - concerned that if we move forward, Bob will have to be in there immediately (tomorrow) to work on it. Also, if they find anything, we don't necessarily have the funds to fix it. The necessary people (such as plumber and electrician) wouldn't be on site tomorrow, either, to fix issues they uncover.

**Shipman** - we've had a lot of support from town board to do things right when it comes to the lighthouse. If they look at it and find problems, she thinks there will be support from the town board for additional funding. She doesn't want it to be put off and impact the project moving forward. They could have a special meeting next week if anything is found.

Wilkinson - if you decide to put off the insulation, he would advise going ahead and pulling the soil so that they have the space to move around. Once outside is closed up, they won't be able to get in.

**Motion by Griffiths** to take higher bid that includes clearing the soil. **Shipman** is more in favor of the other bid (Allman & Sons). The extra money could be used for electrical / plumbing, if any issues came up. Bob said that they could pull insulation and inspect tomorrow and look for **Motion withdrawn.**

**Motion by Shipman** to approve Allman & Sons bid, subject to successful inspection by Bob and Frank. Support by **Griffiths**. **Shipman** - bottom of quote says they'll be encapsulating duct work pipes... is it the same for Allman? Bob can't confirm. **Shipman** - Bob, can you confirm with Allman what their suggestion would be, compared to Advanced? **Griffiths** in favor; **Andrus, Sanders, Shipman** opposed. **Motion failed.**

**Sanders** - not opposed to paying the \$1,810 to have it dug out so that they can get in there and look at it. **Motion by Griffiths / Sanders** to dig it out. **Shipman** - why pay \$1,810 to dig it out if it doesn't complete the project? Bob said that he and Frank could look in there without pulling all of the soil. If they're delaying the insulation, then soil needs to be pulled.

**Griffiths** - Can Bob and Frank look at it tomorrow? **Motion** that barring any problems found, we can proceed with either one of these bids. Bob pointed out that one includes insulating duct work and one doesn't. **Sanders** - we haven't done proper homework to research bids. The two bids are different.

**Andrus** - someone was under there when the building was built. The cart is before the horse. **Sanders** - The job needs to be done correctly. It doesn't mean it will be delayed a lot.

**All previous motions withdrawn.**

**Shipman** - There could be a special meeting next week, once we have all the information we need from Bob and Frank.

**Motion by Griffiths** for Bob and Frank to investigate and get back to board.

**Sanders** - Let's take both quotes and figure out the steps that need to be done and get dollar amount from both since they're not the same quote. **Shipman** - if they look at it and the duct work needs to be encapsulated, get a price quote on that from Allman. Let's match up what we need and get both from company.

**Griffiths** - Is there a plan to replace a certain number of the picnic tables each year? - Yes, the planks are replaced when worn out. Bob will bring information on table planks that need to be replaced (will be on next fiscal year's budget.) Bob also asked about fixing the water faucet at Bowers - found one for \$138. **Sanders** - yes.

### **Bowers Harbor Park Expansion Update - Continuation of Planning Contract**

**Shipman** - should read "baseline improvements" (not continuation of planning contract). Committee met on site and talked about timeline being longer than this fall in order to get up and running. They want to implement baseline improvements, including:

- delineating parking area (use split rail as suggested by Bob), which will close off western two track and formalize parking area
- install temporary locked gate to close off eastern two track (farm easement for Bowers Harbor Vineyard side). Shipman has talked to Bowers Harbor and they're ok with it.
- install signs
- park rules sign and dogs on leash sign
- doggie bag sign and dispenser
- site cleanup by Bob

Rough budget is \$2,160-\$2,450. Shipman is requesting completion of baseline improvements (by end of month - provided that Bob can get appropriate materials needed for project.)

**Griffiths** - is there already money in the Bowers Harbor maintenance budget for this? **Shipman** - yes.

**Motion by Shipman / Griffiths** that they complete the recommended baseline improvements, not to exceed \$2,500. **Motion passed.**

### **Mihm Invoices / Lighthouse Restoration Project**

Costs are at \$38,214 to date. Original quote was \$61,113. Can we take care of getting this part paid for before we talk about the remainder of the project?

**Motion by Shipman** to pay \$38,214 for submitted invoice from Mihm through 10/31/16, coming out of fund 508 department 000 act 970. **Support by Sanders. Motion passed.**

Remaining: finishing 10% keepers dwelling, south sidewalk (\$7,100 quote), finishing regrading and positive drainage project, finishing excavation, getting building moved and set on new foundation, supervisor expenses. There is a \$2,000 credit back on the original quote from Mihm for electrical disconnecting. It was in original bid, but township took care of it. They will be requesting from town board, outside of contingency that's in place right now, around \$1,474. There will not be a definitive number until project is done.

**Shipman** - That leaves \$0 in contingency.

**Sanders** - With everything going on, she doesn't want to leave this piece out with the changes in board. She would like to request up to a certain amount from board now and use what they need, and have the rest stay at the board. Members of the town board are aware that we're going over.

**Motion by Shipman / Griffiths** to make a request up to \$5,000 from town board. - **Griffiths** - some of problems were rotted parts of building that required extensive buttressing and repair. under south part of lighthouse (lean-to) some beams were improperly placed and were subject to wet rot. There's a wood pier that supports steps to basement that was rotted. It wasn't aesthetics, it was necessary. Mihm has been very professional and great to work with. Roll call. **Motion passed.**

### **National Restoration Billing**

This is on invoice list - \$9,725. Are there any concerns, based on what's being discussed this evening? Bob - you've probably already approved the final bill. There isn't anything that can be done about the quality of their work. **Sanders** - not pleased with their work. **Griffiths** - agreed, they were not professional. **Motion by Shipman / Sanders** to pay \$9,275 bill for National Restoration. Roll call. **Motion passed.**

### **Lighthouse Interior Updating Plan**

In regards to the bathroom, it will need budgeting. It will need to come from the next board. It will be put on the incoming park commission's agenda.

### **Mission Point Trail Maps Update**

**Shipman** - Image 360 says that signs will be done by end of week of the 14th. We are hoping we can get them installed not long after that, depending on Bob's schedule.

### **Outhouse Sweetening**

**Griffiths** - working to make outhouses smell better. Will probably come back at some point for money for electrical fans. There is no wiring right now, but a long-term solution is needed. They weren't supposed to be in the shade, which is where they were placed - the sun was supposed to create heat on the tube which creates convection of smells.

### **Security at Lighthouse**

**Griffiths** - current system is phone-based. When alarm goes off, the call goes to EDT and they call the people on the notification list. New wifi systems exist and notifications can go to anyone's smart phone. They'd like to find a local company and cameras instead of motion sensors. It would be better, less expensive, and more reliable. This would need to be added next year.

Bob - in the meantime, since there aren't keepers, is security system still functional? Ginger - they took it out because it's outdated. Ginger canceled it because she didn't want interruptions and problems while under construction.

**Sanders** - special meeting agenda for next week to talk about system. (Bob - even if current system can be put back together).

**Griffiths** will work with Ginger to get info on a wifi system. There are keepers scheduled through next month.

### **Invoice List**

The invoice list was pulled out for discussion. Since the National Restoration Service bill was already discussed. Total is \$54,715 on the list. **Motion by Shipman / Sanders** to approve the rest of the invoice list. Roll call. **Motion approved.**

\* **Shipman** - budget question... are we expecting more charges for gift shop supplies? Ginger - one more, which has already been turned in (for \$558).

### **Citizen Comments**

Nancy Peller - will you do a season-end inventory at the gift shop? Ginger - yes, after 12/11.

### **Board Comments**

**Sanders** - tablets that were issued need to come into clerks office by 11/17. They will give you a signed receipt. She also wanted to publicly thank everyone on the PC, including Skurski. Lots of great work has been done over the past couple of years. Thank you.

**Shipman** - in favor of whomever composes new board, as well as renewing Bob and Ginger's employment contracts. Thank you to the other commissioners - special thank you to Sanders for the commitment it took to be the chair of the board.

**Motion by Andrus / Sanders** to adjourn at 8:28. **Motion passed.**