

PENINSULA TOWNSHIP PARK COMMISSION
Regular Meeting
Township Hall
November 14, 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** Cornell, Skurski, Snow, Atkinson, Griffiths
4. **Approve Agenda** Skurski moves that Item C come after Item D with a second by Atkinson. **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 10/10/18 meeting
Treasurer's report and invoice list approval

Griffiths requested some discussion of the Treasurer's Report and becomes part of the discussion on item F. The invoice list approval remains part of the Consent Agenda.

Action-Motion Skurski moves that the Treasurer's Report be moved to Item F and the rest of the Consent Agenda be approved. Cornell seconds. **PASSED UNAM**

8. Business

A. Continued service of the Park Commission – Griffiths

An email from the Peninsula Township was sent to the members of the Park Commission stating the Commission would be disbanded after January 1, 2019. Snow, Cornell, Skurski, and Atkinson stated they would stay through January 1, 2019. Griffiths is resigning after the December 12, 2018 meeting. Griffiths will write a letter to the Peninsula Township Supervisor Rob Manigold conveying this information.

B. Friends of the Lighthouse submissions – Ellen Kerr 14548 Bluff Road
Kerr reads a Letter from Mission Point Light House Friends (MPLF) Directors to the Peninsula Parks Board (submissions included in packet material for this meeting dated November 14, 2018 on Township website). Kerr reads a personal letter dated November 4, 2018 addressed to the Peninsula Parks Board Members and presents letters from Pamela Ruitter, Nancy Jones (2), Cynthia Giroux, and Cecilia Heller (included in packet materials dated November 14, 2018 for this meeting on Township website).

Ginger Schultz is given the opportunity to respond to comments. Schultz reads a letter dated November 13, 2018 (on Township website for this meeting dated November 14, 2018 and entitled Packet Addition).

D. Maintenance Report – Wilkinson 18426 Cinder Rd. Interlochen
Wilkinson is preparing the parks for the winter season. The township hires the company who does the snow plowing and snow blowing for the entire township, including the park areas. Extra funds could be used for items such as new trash can lids and he will provide a list to the Park Commission. The trim needs to be put around the storage building door and all the materials are available.

E. Review of lighthouse keepers' surveys and scheduling evaluation of lighthouse manager- Griffiths

Atkinson recommends looking at the process that was used last year for the Lighthouse Manager's evaluation. Skurski made a numerically based review form that was filled in by all 5 Commissioners. Snow and Skurski met with Schultz and presented the tabulated results. Rob Manigold, the Peninsula Township Supervisor should be involved as the contract expires December 31, 2018 and the Park Commission is disbanded on the same date. The evaluation will come from the Park Commissioners and the contract will be written by the Peninsula Township. Snow included in the meeting packet a tabulated sheet of responses of surveys from 27 keepers. Schultz can request a private meeting for the evaluation, as was the case last year.

C. Lighthouse Manager's Report – Schultz 5877 Smokey Cove Drive

Working to get bids to repair the tower and landing floors this winter while Lighthouse is closed. The Southside Large 45th Parallel sign has been installed. When the season ends on December 31, 2018, a final inventory list and merchandise costs will be presented.

F. Lighthouse gift shop & tower performance – Skurski/ Schultz

Treasurer's report-From the Township Treasurer's Report dated October 31, 2018 Gift Shop Sales were \$82,350.80 and the 2018-2019 Budget estimated \$82,000. Merchandise costs for the Lighthouse Gift Shop through October 31, 2018 were \$47,008.02 and the 2018-19 Budget was estimated at \$42,000. The merchandise that is left over is an asset. The closing date for the Lighthouse is November 25, 2018 and the Park Commission annual budget closes on March 30, 2019. The net proceeds from the gift shop go to a designated fund used for maintenance of the Lighthouse and Lighthouse Park. The tour money goes into a general fund. Board reviewed procedure for Lighthouse invoice payments.

9. Citizen Comments

Amy Lyman 18420 Center Road

As a 501(3) C one of the first items the Friends of the Mission Lighthouse established were a list of projects and how we were going to pay for them. What is the Township's responsibility and what are the Friends of the Mission Lighthouse goals. We are striving to use the same process and procedure. The Lighthouse Manager has a right to know who her boss is, clear metrics for performance, and help to delegate various elements. ADA accessibility is in the future.

Ellen Kerr 14548 Bluff Road

Friends of the Mission Lighthouse submitted a grant proposal for a beach overlook from the Rural Development Fund. This is a \$96,000 project and will require some fundraising.

David Tucker 16747 Wrightwood

I am the Assistant Lighthouse manager and a Lighthouse volunteer. Part of my job is to work with the keeper's and train them. Several examples were given of keeper's arriving with negative, preconceived notions of how things were going to be. The situations worked out with training and time.

Brad Lyman 18420 Center Road

The Friends are volunteers and the Lighthouse Manager needs to build that volunteer group through appreciation. The engagement of volunteers toward the Lighthouse needs to be part of the review criteria for the Manager.

10. Board Comments Griffiths resigns effective tonight. She requests that there be a Board of Directors established for the Lighthouse with some members having expertise in historic restoration.

11. Adjournment Atkinson moves to adjourn at 8:50 p.m. with Snow providing second. **PASSED UNAM**

Lola Jackson
Recording Secretary