

PENINSULA TOWNSHIP PARK COMMISSION
Regular Meeting
Township Hall
December 6, 2017 - 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 10/25/17 and 11/1/17 meetings

Treasurer's report and invoice list approval

8. Business

- A. Public review and comment on draft Parks & Recreation Plan - Skurski
- B. Pelizzari Natural Area – Need to add chips - Skurski
- C. Establish committee for preparing Lighthouse Manager's contract- Skurski
- D. Lighthouse Manager's Report - Schultz
- E. 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/Has/BHP/Ar/BJ	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
Date	208					
10/2/2017	208	930.200	INV#1445-H	Robert B. Wilkinson	picnic table, debris - BHE,	\$1740.00
10/30/17	208	855.000	761-10072308	State of Michigan, MDEQ Cashiers Office	Bowers Harbor Water System Fee 2018	\$137.22
10/30/17	208	855.000	761-1007467	State of Michigan, MDEQ Cashiers Office	Haserot Beach Water System Fee 2018	\$137.22
10/30/17	208	855.000	761-10078501	State of Michigan, MDEQ Cashiers Office	Archie Park Water System Fee 2018	\$137.22
Subtotal						2,131.66
Hessler Log Home	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
Date	213					
	213					
Subtotal						
Dougherty House	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
Date	215					
	215	745.000				
Subtotal						
Pelizzari Natural Area	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
Date	212					
10/2/17	212	930.000	INV#1445-H	Robert B. Wilkinson	Fence Repair	\$60.00
Subtotal						60.00
Lighthouse Fund	Dep #	Acct #	Invoice #	Pay to	For the purpose of	Amount
Date	508					
10/16/17	508	818.000	102057	Security Sanitation, INC Belanger Septic Service	Lighthouse Bathroom Portables	\$1071.00
11/14/2017	508	818.000	100870	Security Sanitation, INC Belanger Septic Service	Lighthouse Bathroom Portables	\$1050.00
10/2/17	508	930.000	INV#1445-H	Robert B. Wilkinson	LH: Install signs, Bathrm lock, gates, wall repair	\$819.00
10/2/17	508	728.000	INV#1445-H	Robert B. Wilkinson	LH: garage cleaning, lawn seeding,	\$490.00
7/7/17	508	930.000	68212	Ace Welding & Machine, INC	Trash receiver tops 5	\$1502.00
10/30/17	508	930.000	761-10078278	State of Michigan, MDEQ Cashiers Office	LighthousePark Water System Fee 2018	\$137.22
10/7/2017	508	930.000	usps 9505 5111 5652 7280 2042 77	Ginge Schultz	Mailing postage keepers items	\$7.20
11/22/2017	508	930.000	INV-65386	Image 360	Signage	\$128.94
11/22/2017	508	930.000	28222017	Koorsen Fire & Security	anti- skid pads 4	\$30.50
11/20/2017	508	930.000	1137576	Deweese Hardware	Maintenance supplies	\$30.90
Subtotal						5,176.36
Lighthouse Giftshop	Dep #	Acct #	Invoice #	Pay to	For the purpose of	Amount
	509					
10/31/17	509	727.000	shipped 10-31-2017	Aubrieta V. Hopps Photography	35 magnets, 24 playing card decs	\$170.60
11/7/17	509	727.000	107634	T.R.McTaggart Resort Apparel & Gifts	38 LS Shirts	\$178.03
11/1/17	509	727.000	39403 CREDIT MEMO	T.R.McTaggart Resort Apparel & Gifts	OVER CHARGE CREDIT AGAINST 107634	\$12.00
11/27/17	509	727.000	71031394	KAESER & BLAIR INCORPORATED	250 BUMPER STICKERS, 300 MAGNETS	\$599.24
11/13/17	509	727.000	MILEAGE	MARILYN ELLIOTT	LH PICKUPS 7/13-11/13	\$22.43
Subtotal						1,241.87
Total Expenditures						\$8569.89
Approval: Mike Skurski Vice Chair						
Nov 1 2017						

508-000-818.000

SECURITY SANITATION, INC

BELANGER SEPTIC SERVICE

2233 M-37 SOUTH

TRAVERSE CITY, MI 49685

Ph.(231) 943-2634 Fax(231) 943-5250

Invoice

DATE	INVOICE #
11/16/2017	102057

BILL TO
PENINSULA TOWNSHIP 13235 CENTER RD. TRAVERSE CITY, MI 49686 EMAIL

RECEIVED
MAY 27 2017
CLERK

P.O. NO.	TERMS
LIGHTHOUSE	10 DAYS NET

QTY	DESCRIPTION	RATE	AMOUNT
2	DISPOSAL OF WASTE 10-14 to 11-14	105.00	210.00
2	DISPOSAL OF WASTE 10-14 TO 11-6	80.50	161.00
16	EXTRA PORTA JOHN PUMPS 10/16,10/23,10/30,11/6,11/13	40.00	640.00
THANK YOU FOR YOUR BUSINESS!!		Total	\$1,011.00

****PLEASE PAY FROM THIS INVOICE****
THIS IS THE ONLY COPY YOU WILL RECEIVE.

① 208-751-930.000 = 1740.00 BHP
 ② 208-751-930.000 = 60.00 Pelazarri
 ③ 508-000-728.000 = 490.00 LH
 ④ 508-000-930.000 = 840.00 LH

Robert B. Wilkinson
 18426 Cinder Rd., Interlochen MI 49643
 231-633-2592

RECEIVED
 OCT 03 2017
 CLERK

BILLING STATEMENT

INV#1445-H

Date: 10/2/17

Bill For: Peninsula Township Parks
 13235 Center Rd.
 Traverse City, MI 49686

Service Description:

Resurfacing picnic tables	BHP Gen. Maint. 40hrs.	@\$30	\$1,200.00	①
Install sign at LH	1hr	@\$30	\$ 30.00	④
Move debris w/loader for burning at <u>BHPE</u>	12hrs.	@\$45	\$ 540.00	①
Replace lock at LH bathroom	1hr	@\$30	\$ 30.00	④
Build gates at LH	14hrs.	@\$30	\$ 420.00	④
Clean up by garage at LH	3hrs.	@\$30	\$ 90.00	③
Grade and hydro-seed LH lawn			\$ 400.00	③
Fence repair at <u>Pelazarri</u>	2hrs.	@\$30	\$ 60.00	②
Wall repair at LH	12hrs.	@\$30	\$ 360.00	④

Total Due: \$3,130.00

Please make check payable to Robert Wilkinson

Thank you for allowing me to be of service,
 Robert Wilkinson

508-000-930.000



ACE WELDING & MACHINE, INC.
 1505 Premier Street
 TRAVERSE CITY, MICHIGAN 49686
 (231) 941-9664
 FAX (231) 941-9618

68212

<input type="checkbox"/> SERVICE <input type="checkbox"/> INSTALL	<input type="checkbox"/> PICK UP <input type="checkbox"/> DELIVER	PHONE	REPAIR IN <input type="checkbox"/> HOME <input type="checkbox"/> SHOP	DATE OF ORDER 7/7/17
NAME PEW TWP PARKS			DATE PROMISED	
ADDRESS			APARTMENT	
CITY			DATE OF ORIG. INSTAL.	
MAKE	MODEL	SERIAL NO.		
NATURE OF SERVICE REQUEST			<input type="checkbox"/> ESTIMATE <input type="checkbox"/> WARRANTY <input type="checkbox"/> CONTRACT <input type="checkbox"/> CASH <input type="checkbox"/> CHARGE <input type="checkbox"/> C.O.D.	

BOB 633-2592

QUAN.	PART NO.	DESCRIPTION	PRICE	AMOUNT
		FMS (5) CARBIDE BARRER TOPS!		
		<i>[Handwritten scribbles]</i>		
		<i>[Handwritten scribbles]</i>		
		<i>[Handwritten scribbles]</i>		
		<i>[Handwritten scribbles]</i>		
		<i>[Handwritten scribbles]</i>		
		<i>[Handwritten scribbles]</i>		
		<i>[Handwritten scribbles]</i>		
		<i>[Handwritten scribbles]</i>		

SERVICE PERFORMED <i>[Handwritten: Called 9/27/17]</i>	TOTAL MATERIAL	562.50
	TECHNICAL SERVICE TIME	1000.00
	TAX	<i>[Handwritten]</i>
	TOTAL	1562.50

DATE COMPLETED **CASH ON COMPLETION OF WORK**

Thank You!

I hereby accept above performed service, and charges, as being satisfactory and acknowledge that equipment has been left in good condition.

Technician _____ Customer's Signature _____

Check us out at AceWeldingTC.com



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



C. HEIDI GREETHER
DIRECTOR

October 30, 2017

Dear Water Supply Owner or Operator:

SUBJECT: 2018 Annual Invoice for Noncommunity Public Water Supply Fee

The Michigan Department of Environmental Quality (MDEQ) has you listed as a noncommunity public water supply owner or operator. This means you own or operate a water well (or other drinking water system) that provides water to the public.

Water supply owners are responsible for payment of an annual fee¹, which provides necessary funding for State of Michigan and local county health department staff to manage water supplies for the protection of public health. This annual fee is in addition to other operating costs, such as sample collection and laboratory analysis fees.

Enclosed please find:

- 2018 Annual Fee Invoice
- Fee Schedule, which includes helpful information and payment instructions

Full payment is required no later than **November 30, 2017**. Past-due statements are sent approximately 90 days after the invoice due date and will include late fees.

If you have questions regarding your classification as a water supply, contact the Environmental Health Division of your local health department or contact the MDEQ Noncommunity Water Supplies Unit at 517-284-6542.

Enclosures

RECEIVED
NOV 14 2017
CLERK

¹In accordance with Michigan Safe Drinking Water Act, 1976 PA 399, as amended (Act 399)

**FEE SCHEDULE
NONCOMMUNITY PUBLIC WATER SUPPLY SYSTEMS**

The Safe Drinking Water Act, 1976 PA 399, as amended (Act 399), requires an annual fee for each noncommunity public water supply (NCWS) system, which, in most cases, is a privately-owned water well. The annual fee provides funding to enable the Michigan Department of Environmental Quality's (MDEQ) Drinking Water and Municipal Assistance Division (DWMAD) to contract with local health departments for services such as conducting inspections, advising owners of their responsibilities to collect water samples, and ensuring compliance with Act 399 to protect the public health. The enclosed invoice is based on the following classifications:

Transient NCWS System – has 15 or more service connections or serves 25 persons or more a day, any 60 days or more per year. Typical examples are wells serving: restaurants, campgrounds, motels, churches, parks, public buildings, highway rest stops, etc.

Nontransient NCWS System – has 15 or more service connections or serves the same 25 persons or more six months or more per year. Typical examples are wells serving: schools, childcare centers, businesses, or industries with 25 or more students and/or employees.

Contiguous System – Owners of 5 or more NCWS systems on the same property receive a discount of 25 percent on the applicable fee for those systems.

Fee Schedule 2017-2018 NCWS Program		
<u>Classification</u>	<u>Adjusted 2017-2018 Fee</u>	<u>Late Fees after 11/30/17</u>
Transient NCWS System	\$137.22	\$25.00 per month
Nontransient NCWS System	\$581.18	\$25.00 per month

NOTE: The annual invoice does not reflect any prior outstanding balances, late fees, or civil fines. The annual fee is unrelated to sampling fee charges, as **the annual fee is NOT for laboratory services**. The annual fee may be in addition to local health department (LHD) fees.

PENALTY: After November 30, 2017, a late penalty of **\$25 per month** is applied to the amount due.

IF YOU HAVE QUESTIONS...

- ~ About your NCWS account, please contact the MDEQ, DWMAD, Environmental Health Section, Noncommunity Water Supplies Unit, at 517-284-6542.
- ~ About your classification as a public water supply, water sampling, or system operation, contact your LHD.

IF THERE ARE CORRECTIONS NEEDED ON THE INVOICE, SUCH AS BILLING NAME OR ADDRESS:

- ~Print the changes on the invoice and return a copy of the entire invoice with your payment to the address given on the invoice.
- ~If you do not believe you owe the annual fee because (a) you no longer own or are responsible for the facility, (b) you have recently connected to municipal water, (c) the facility has closed permanently, or (d) a new well was constructed and approved under an LHD well permit and, therefore, is exempt from paying the first annual fee, please document this in writing and return the documentation to the MDEQ at the address given on the invoice with a copy of the entire invoice.

TO MAKE PAYMENT IF THERE ARE NO CORRECTIONS NEEDED:

Return the bottom portion of the invoice with payment to receive proper credit. Include your Account Number/Water Supply Serial Number (WSSN) or Customer ID on the check and mail to the address given on the invoice; or pay online by E-check or credit card at the PayPlace Web site (<https://www.thepayplace.com/mi/deq/ncomm>).

Web site for the Noncommunity Water Supplies Program:
<http://www.michigan.gov/deqnoncommunitywatersupply>



RECEIVED
NOV 21 2017
CLERK

EARLY RENEWAL NOTICE

November 10, 2017

Ginger Schultz
Mission Point Lighthouse
13235 Center Rd
Traverse City, MI 49686-8560

Renew now to retain 2017 rates!

Your Chamber is offering you the opportunity to **pre-pay your 2018 dues** at a discount and to take advantage of the tax deduction. There is no obligation to pay now. If you choose not to pre-pay you will receive a renewal notice at your regularly scheduled membership anniversary.

Payment Options:

<i>Early renewal option – payment must be received December 22, 2017</i>	\$175.00
<i>Pay during annual renewal month of July (Invoice will be sent prior to renewal month)</i>	\$187.50

Please return copy of this notice with payment

Payment Amount: \$ _____

Payment Method: Check - Make all checks payable to Traverse City Area Chamber of Commerce
Credit Card*
ACH Payment**

***Enter Credit Card Information (Visa, MasterCard, AMEX or Discover)**

Credit Card #: _____ Exp. Date: _____ CVV Code (3

Name on Card: _____

Signature: _____

****Enter ACH Payment Information**

Account Holder Name: _____

Signature: _____

Bank Routing Number (9 digits): _____ Bank Account: _____

Your Chamber is proud to work tirelessly advocating for the size in this community, including jobs, infrastructure and education supported and healthy, everyone benefits. Your investment in this community will always be a great decision.

*Lighthouse
This is a
slight discount
for the township
renewal membership
SS*

Questions? Contact: Lisa Myers, Accounting Assistant at 231-995-7102 or lisa@traverseconnect.org

MEETING NOTES FOR MINUTES

PENINSULA TOWNSHIP

PARK COMMISSION

SPECIAL MEETING

Location: Peninsula Township Conference Room

Date: October 25, 2017

Call to Order at 10:37 AM by Anne Griffiths, Chairperson

Pledge of Allegiance

Roll call: Anne Griffiths, Chairperson; Don Atkinson, Gary Cornell (arrived 11:45); Mike Skurski; John Snow; Ginger Schultz, Mission Point Lighthouse Manager Nancy Heller (citizen), David Bayse (citizen), Bill Sercoki (citizen)

It was agreed by the Commission that all those in attendance could comment on the proposed park commission plan during the meeting.

Approve Agenda Skurski moved, Atkinson second: Passed 4/0

Brief Citizen Comments for Items Not on the Agenda: David Bayse 16895 Legency Rd. (citizen) Consider the appointment (or election) of a 'township constable' to, on a part time/occasional basis patrol the parks to ensure compliance with all laws. At Haserot have the parking for cars with boat trailer signs moved to the entrance instead of inside the lot facing the water. Also consider moving the wooden stakes closer to the road, which would significantly deter parking. Suggested a parking sign be installed on the south right side of the road for increased recognition of the overflow parking lot. Proposes a reasonably extensive study of other lighthouses in Michigan to take the best ideas and if possible to implement those that seem worthwhile. Suggested charging a fee for weddings and other events held at the lighthouse.

Conflict of interest NONE

Consent Agenda Skurski moved, Snow second: passed 4/0

Business

A. Long range planning for Park Commission

Action-Motion Griffiths moved to publish for public comment the Park Commission Draft after the November 1, 2017. This begins the 30 days for public comments. Atkinson second. Motion carried 4/0

1. Reach consensus on goals and actions for each park
2. Discuss and finalize the agenda and presentation for the public meeting and methods for Soliciting Public Input on Preparation of Park Plan
3. Reach consensus on park activities in order of priority

The level of priority for each Goal/Action was established with the following designation and corresponding time frame.

A – 2018-2019

B – 2020-2022

C – 2022+

The following commissioners lead the discussion on their respective park assignments

Lighthouse and Lighthouse Park - John Snow

Bowers Harbor Park – Don Atkinson

Pelizzari Natural Area- Mike Skurski

Haserot Beach – Gary Cornell

Archie Park, Log Cabin, Murray Rd. Trailhead, Ridgeway Trailhead – Anne Griffiths

Citizen Comments

Bill Serocki, Center Rd (citizen) Requested that the commission uses a “light touch” when talking about improvements at Pelizzari Natural Area and to remember the original intent to be a natural area. One of the goals for Pelizzari is to create an area that is universally accessible (UA). More grants are available under UA.

Agenda for Meeting November 1, 2017

The November 1, 2017 meeting at 7:00 PM in the Town Hall is to Solicit Public Input on the preparation of the Five Year Park Plan.

Mike Skurski will give a brief introduction and each Commissioner will present an overview of the Goals/Actions and Time Frame of the various parks at public meeting. The meeting will then be open for 3 minute comments from the public. DNR (Michigan Department Natural Resources) Rob Marigold has been invited to speak on Kelly/Haserot interface.

A motion will then be made to publish the draft of the Long Range Park Plan to Solicit Public Input for a period of 30 days. The plan draft is to be on the Peninsula Township website and citizens are invited to use comment cards, by contacting Brian VanDenBrand (planner), sending emails to township, and comments at public meeting.

Board Comments

A brief Park Commission meeting will occur immediately after the public meeting on November 1, 2017.

The Park Commission seeks to obtain the services of a Park Secretary. The township will be approached for 8 hours of help.

Secure adequate parks and grounds services and give instructions that prioritize work to be done by Wilkinson.

Explore future or potential land acquisition and funding.

Question was raised about reducing the number of pump toilets at the lighthouse over fall/winter.

Clarify when Mihm Enterprises is coming to do tower work.

Action-Motion: A new roof is needed on the storage building at the lighthouse. Skurski made a motion that this work be put out for bid and seconded by Atkinson. Motion carried 5/0.

Adjournment

Action-Motion: Moved by Griffiths and supported by Cornell to adjourn the meeting at 1:58 PM. Motion carried.

These minutes stand to be approved at the December 6, 2017 regular meeting.

Respectively Submitted,

Lola Jackson

Recording Secretary

MEETING NOTES FOR MINUTES

PENINSULA TOWNSHIP

PARK COMMISSION

REGULAR MEETING

Location: Peninsula Township Hall

Date: November 1, 2017

Call to Order at 7:00 PM by Anne Griffiths, Chairperson

Pledge of Allegiance

Roll call Anne Griffiths, Chairperson; Don Atkinson, Gary Cornell; Mike Skurski; John Snow; Brian VanDenBrand (planner)

Approve Agenda Passed 5/0

Brief Citizen Comments for Items Not on the Agenda: NONE

Conflict of interest NONE

Consent Agenda Addition to invoice list for attorney Steve Schwartz's bill, Skurski moved, Atkinson second: Motion passed 5/0

Business

A. Presentation of Draft of Park Commission

Recreational Plan Goals and Objectives for 5 year Plan

Goal: Provide a variety of park, trails, recreation facilities and programs to serve all groups.

Objectives:

- Continue to maintain and improve Peninsula Township parks and natural areas.
- Explore appropriate locations to expand existing parks, water access points, and recreation facilities.
- Develop an overall trails plan along the roadways to link Peninsula Township's trail systems together as well as connect to regional trails systems and incorporate the plan into the Recreation Plan.
- Encourage expansion and/or public launch sites and associated parking to serve expanding needs.

This is required for budget approvals by the Peninsula Township Board of Trustees the budgetary requirement over the next 2 years. Plan is required by the Michigan Department of Natural Resources (DNR) and State of Michigan. DNR uses Plan to judge needs; Used to

finance projects with grants such as the oak wilt in Pelazzari Nature Preserve. The treatment by forestry was \$1000 and 85% of cost paid by obtained grant. Cooperative integrating of Kelley (DNR) and Haserot Park by working with DNR could occur. Connect and interconnect the trail system to as far as the Boardman Lake. The value of Universal access (UA) allows for more opportunities for full usage.

Register the plan with DNR by first quarter 2018. Meeting on December 6, 2017 reviews plan that considers public input. Comment box and sheets are available at the back of room and comments can be dropped off at Peninsula Township with planner VanDenBrand.

Expansion of the existing parks plan aids in raising money. Possible funding sources include Natural Resources Trust Fund, Coastal Zone Management, State Historic Preservation Office and other grant opportunities.

Each commissioner is responsible for the analysis and needs of the various parks and a PowerPoint presentation now occurs.

Pelizzari Natural Area- Mike Skurski

2018 – Maintain MDEQ Due Care Compliance, Maintain a Forest Management & Invasive Species Program scheduled after second big freeze this year, Protect Wetlands and Watershed.

2018-2019 – Provide signage explaining history and purchase of the Natural Area

2020- 2022 - Develop a natural prairie area, consider toilet facility

Bowers Harbor Park – Don Atkinson

2018 Access the need for more pickleball courts, resurface tennis courts, lines for tennis and pickleball

2018-2020 – Replace 6 grills

2018-2022- Develop action plan for construction of new pickball courts as necessary, repair and replace playground structures (north and south) and add safe landing pads

2018-2023- Develop universally accessible hiking trails in south area with viewing areas and interpretive signage, expand and improve parking areas

Haserot Beach – Gary Cornell

2018-2020 - Develop and implement a plan in cooperation with the DNR for usage of Kelley Park including consideration of soft launch at Haserot, Increase parking, Replace present play station and add landing pad, picnic area improvements including shade trees and grills and water fountain and foot wash

2020-2022 – Investigate Mobi-Mat for wheelchair accessibility, Provide a small covered pavilion

Lighthouse Park – John Snow

2018- 2020 – Provide flush toilets, Consider moving gift shop out of lighthouse into adjacent storage building

2019-2020 – Provide access for swimming and launch of small, non-motorized carry boats

2020-2022- Provide security cameras for building and grounds, Build rescue boat exhibit on the beach

Archie Park - Anne Griffiths

2018-2019 – Beach access improvements, in particular, signage to improve road crossing safety, Invasive species abatement

2020-2022- Additional playground equipment

Log Church- Ann Griffiths

2018 – Update lighting and displays, Repair log finish and chinking

Old Mission Point Park – Annie Griffiths

2018-2019 – Continue and intensify Trash and Erosion Control

Ridgeway and Murray Road Trailheads – Anne Griffiths

2018-2019- Forestry management plan and invasive species control

General Park Activities- Anne Griffiths

2018 – Secure Secretarial Services, Secure Building and Ground Services

2020-2022- Update future land acquisition

What was presented tonight is just part of a more extensive report that is available on the website and to the newspaper

Action-Motion: Moved by Skurski and second by Cornell **To make the Draft Park and Recreation Plan available for public review and comment, and to set a public hearing on the proposed plan for December 6, 2017.** Motion passed 5/0

DNR Representative – Tim Schriener

The information is preliminary and only initial talk discussion points. Kelly Park would only be designed for carry boats. There are no plans to dredge 550 feet to install a boat launch at Kelly Park; Haserot has boat launch ramp. DEQ member Robert Schmitt out of Cadillac visited Kelly Beach with Schriener. That day the water level was at average high water mark. The water hits the shoreline beach and then there is a fore dune that is dry and then wet spot again on the other side. Topography visible during low water level. Preliminary idea at Kelly is for floating dock system where people can place carry boats into channel with bars and lower themselves into carry boats. Brought several drawings for board and passed around audience to see floating dock designs. This provides universal access (U/A) for all individuals.

Specific comments for Tim Shriner

Linda Keely (19535 Brickman Rd) Nice to have bars on each side that help getting out of kayaks.

Nancy Heller (3091 Bluewater Rd) Extensive report made by fire department on these docks

Dave Murphy (5943 Shore Road) Questioned if there could be signs to differentiate parks and the concern of people crossing and parking on Center Road. Money for repaving, gravel installation and asphalt approved.

Skurski mentioned cross winds and 3-4 foot waves in the East Bay at Haserot and concrete slab needs to be engineered to take these winds into account.

Lighthouse Manger Report – Ginger Schultz

At October's Parks Commission meeting a list of requests for maintenance was presented and denied due to annual budget method. Schultz met with Brad Bickle, Peninsula Township Treasurer the following day to see if \$20,000 could be moved from the existing \$141,000 lighthouse gift shop account for repairs on the lighthouse. Lighthouse now is open on weekends in November; then closed for season. Request was made to have \$20,000 be moved for scheduling and making needed repairs to the lighthouse.

Griffiths opposed having the budget discussion at this time. Snow raises question that this may be the appropriate time to discuss maintenance on the lighthouse. Griffiths said she saw no need to interrupt the annual budgetary process. Schultz asked Anne about maintenance to the floors as there are over 40,000 annual visitors to the lighthouse. Maintenance to floors did not occur for 2016.

Griffiths responded "Do not call me Anne; you can call me Dr. Griffiths, Chair, but do not call me Anne." Snow stated this was the time to discuss the maintenance to the lighthouse.

Skurski asked Schutz if there is anything required to do now that endangers the public or the lighthouse structure. Schultz stated there is nothing to her knowledge endangering public safety, but need to get on the schedule of the contractors now if going to be ready when the lighthouse opens in May.

Roof on out building is too late to be repaired as the lower temperature prevents the shingle glue from sealing. A list was made in October and presented to the board of all the lighthouse repairs and maintenance needed. None of this was approved.

The tower is the most critical item on October list and that has been scheduled.

Cornell asked where the money from the gift shop is going to go if not to maintain the lighthouse. Griffiths commented the money is for the lighthouse but not until the next budget after inventory has been completed and the amount of actual money is known.

Action-Motion: Snow made a motion to approve the schedule for annual maintenance of high traffic wood floors \$2241 and \$1305 for living room and bedroom wood floor repairs. Atkinson second. Motion carried 5/0.

Action-Motion: Snow made a motion to allocate \$800 to replace oil house roof. Atkinson second. Motion carried 5/0.

Action-Motion: Snow moved that Wilkinson mend the hole in porch floor, repair front door, and install a storm door for \$1200. Shurski second. Motion carried 5/0.

The parking lot is to be done in the spring and Schultz has one bid for \$4012, which includes asphalt, black top, paint arrows, and stripping. Schultz will proceed to get several more bids.

Maintenance Report- Bob Wilkinson

Wilkinson was asked about the lighthouse storage windows and they were not replaced as the purchase was not approved at the October, 2017 meeting.

Work performed was: New door on lighthouse bathroom, swing set at lighthouse repaired, Pelazzari bench installed, Fencing at Bowers Harbor, Haserot bathroom door, Trail maintenance by removing downed trees all on schedule.

Citizen Comments

Curt Peterson (1356 Buchan Drive) Tonight I came to talk about parks and recreation and found the meeting (lighthouse discussion) totally embarrassing. Lighthouse employee was embarrassed. Asked Griffiths how she got appointed the position of Chair. Griffiths replied she was elected.

Nancy Heller (3091 Bluewater Rd) In the long range master plan the gift shop should not be moved to a building that is an empty shell until there is sufficient money to do the current, necessary repairs. Purchasing land for additional parks is not available and monies should be used to get the existing parks "up to snuff." Our current parks need to be brought up to standards. Archie Park water access is too dangerous in crossing M37. Yes, there are steps down to the water, but the public does not know the boundaries and they could end up trespassing on private property

Monnie Peters (1425 Neahtawanta Rd) – Master plan talks about importance of eradicating invasive species. There is an organization called the Invasive Species Network, part of the Grand Traverse Conservation District down at the Boardman Nature Center on Cass Road. They might prove to be a valuable resource to the parks on the peninsula and may aid in finding funding.

Dave Murphy (6843 Sharp Rd.) Complemented amount of work this commission has accomplished. Encourages the integration of the TART trails and trails on the peninsula.

Board Comments: None

Adjournment Action-Motion: Moved by Snow and supported by Cornell to adjourn the meeting at 9:05 PM. Motion carried.

Respectively Submitted

Lola Jackson

Recording Secretary



Report December 6, 2017

GENERAL MATTERS & MARKETING

The lighthouse gift shop is now closed for the 2017 season and it has been a record-breaking year for sales and numbers of visitors. The lighthouse gross income is more than \$24 over last year's sales from May-November. The gross sales in the gift shop this year are \$ \$165,395.89. That is \$85,611 just in tours of the museum this season, so 23,092 paid for the self-guided tours upstairs. See Square report attached. I am fielding about 12 calls and emails weekly for visitor questions, concerns and lost and found.

DONATION - Gift for Educational Displays

On October 30th, I received a box of metal parts from the Metropolis shipwreck, a letter with explanation and a check for \$5000. This was from John Fraifogle of OH I spoke with him right before the November meeting on the 1st. He would like the money to be used for educational displays and artifacts to be used in display along with his story and recognition information. I would like the Park Board to deposit the check and allow me to work on shipwreck displays with this donation money. I'm confident we can satisfy the donor and create professional educational displays with the money.

MAINTENANCE & REPAIRS

Tower Window Repairs & Replacement of One window

I did not yet get confirmation on the date for Mihm Enterprises to do the tower repairs project, but we are on their project list. Mihm's quote for the full project is \$12,195.

Historic wood floors

The work on the historic wood floors will be done in January when we are closed and when I don't have keepers scheduled.

Fence Replacement & Signage

I have a quote to replace the southside lighthouse sign- still in discussion with Brian the planner.

Historic Oil House Roof Repair

I need the \$200 deposit check for Montgomery Painting for the oil house roof work.

Storage Building Roof Repair/Replacement

I'm getting more quotes for the roof work.

Grand Traverse Roofing has provided a quote to fix the small historic storage building roof-replace all the shingles. Cost \$ 2,625 I need approval and a 50% deposit (when material is delivered).

Parking Lot at Lighthouse

Since we have put up the historic fence behind the lighthouse, we now have the keepers park out in the lot and not next to the garage. That lot needs gravel and leveling. It floods, is ice in cold weather and even has weeds growing in it. This needs immediate attention with added gravel and better drainage. Cost: ____ (need to get)

Parking lot—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. And I am going to try to get another quote for this work.

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 have completed the 2017 season for the lighthouse gift shop and museum. I am working on more museum boards to add to the second floor and storage building for secure displays.

KEEPER PROGRAM

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

Sales

Jan. 2017–Dec. 2017

15783

SALES

\$10.47

AVG. GROSS SALE

\$165,395.89

GROSS SALES

\$164,081.54

TOTAL COLLECTED

Category Sales

Category	Items Sold	Gross Sales
Uncategorized	16	\$110.50
DONATIONS	171	\$3,562.89
KIDS	1,470	\$8,895.00
MAGNETS	1,247	\$5,294.00
MAPS	1,171	\$3,975.00
MEMORABILIA	2,238	\$17,478.50
MISC - gift	109	\$726.50
ORNAMENTS	411	\$5,628.00
PRINTED PRODUCTS	3,343	\$8,115.50
T-SHIRTS	268	\$4,536.00
TOURS/MUSEUM/TOWER CLIMB	23,092	\$85,611.00
WEARABLES	810	\$19,558.00
WEARABLES - Ladies	63	\$1,905.00
Total	34,409	\$165,395.89

Payment Methods

Payment Method	Transactions	Fees	Total Collected
Card	2,919	(\$1,525.93)	\$55,346.85
Card Dipped (Chip)	2,677	(\$1,390.07)	\$50,462.85
Card Tapped (Contactless)	2	(\$0.74)	\$27.00
Card Swiped	236	(\$131.64)	\$4,775.00
Card Keyed	4	(\$3.48)	\$82.00
Other	0	\$0.00	\$0.00
Cash	12,879	\$0.00	\$108,510.69
Gift Card	0	\$0.00	\$0.00
Other	5	\$0.00	\$224.00
Total	15,803	(\$1,525.93)	\$164,081.54

Discounts

Name	Discounts Applied	Amount Discounted
CUSTOM - Varies	1	\$0.00
Employee/Volunteer/Keeper	76	\$938.85
Total		\$938.85

Sales Summary

	Sales	Refunds	Net
Gross Sales	\$165,395.89	(\$373.50)	\$165,022.39
Discounts & Comps	(\$944.25)	\$5.40	(\$938.85)
Net Sales	\$164,451.64	(\$368.10)	\$164,083.54

11/29/2017

Square Dashboard

Tax	\$0.00	\$0.00	\$0.00
Tips	\$0.00	\$0.00	\$0.00
Gift Card Sales	\$0.00	\$0.00	\$0.00
Refunds by Amount	\$0.00	(\$2.00)	(\$2.00)
Total Collected	\$164,451.64	(\$370.10)	\$164,081.54
Cash	\$108,845.19	(\$334.50)	\$108,510.69
Card	\$55,382.45	(\$35.50)	\$55,346.85
Gift Card	\$0.00	\$0.00	\$0.00
Other	\$224.00	\$0.00	\$224.00
Fees	(\$1,526.91)	\$0.98	(\$1,525.93)
Net Total	\$162,924.73	(\$369.12)	\$162,555.61