

**Peninsula Township Park Commission
Township Hall
December 7, 2016 - 7 pm**

**Present: Anne Griffiths, Jon Andrus, Mike Skurski, John Snow, Gary Cornell.
Also Present: Rachel Mavis (recording secretary)**

Approve Agenda

Addition of split rail fence at Bowers Harbor Park to agenda.

Motion by Skurski/Griffiths to approve agenda as amended. Motion passed.

Citizen Comments (items not on agenda)

none

Conflict of Interest

none

Consent Agenda

- A. Correspondence (if any, as provided in packet)
- B. Approve Minutes for November 2 regular meeting and November 17 special meeting
- C. Invoice List approval

Motion by Skurski / Griffiths to approve consent agenda. Motion passed.

Business

- A. Elect New Officers

Motion to appoint Griffiths as chair by Skurski/Snow. Motion passed.

Motion to appoint Skurski as treasurer by Snow/Andrus. Motion passed.

Motion to appoint Andrus as vice chair by Griffiths/Skurski. Motion passed.

Motion to appoint Snow as secretary by Griffiths/Andrus. Motion passed.

- B. Discuss Park Assignments

Griffiths: Traditionally each Park Commission board member has had a park that they keep under their wing and pay special attention to. Nothing says that other commissioners can't look into your park and help care for it as well. There are no specific obligations outside of due care.

Cornell will look after Haserot Park and the church on Mission Road. **Griffiths** will look after Lighthouse Park and 136 trail system (west). **Snow** will look after 506 trail system and Bowers Harbor Park. **Skurski** will look after Pellizari. **Andrus** will look after Archie Park.

- C. Treasurer's Report

Skurski - after discussion with the court's office and treasurer's office, there are a number of changes that need to be made in the revenue stream and in the gift shop. As of the last report (end of October) there was about \$40,000 of revenue coming in. Margaret Achorn needs some more time to move things around and generate more information, so more will be coming once he has that. The repairs / maintenance (208 fund) is being overspent, which everyone was aware of. There is \$15,000 of unspent money in the church maintenance budget. \$15,000 is

available for repairs / maintenance of the lighthouse. Slightly overspending on merchandise for the lighthouse gift shop, but revenue looks to be above budget as well. (Just for the board's information, the treasurer's office is responsible for all the transfers in and revenues, and the clerk's office is responsible for expenditures.) It seems that any additional spending is being met with transfers coming in, so the budget seems to be in good shape.

D. Update Bowers Harbor Expansion - Shipman/Snow

Susie Shipman - 14735 Shipman Rd. Welcome to new board members. The expansion committee hasn't had any meetings since the Park Commission last met, so no major updates. There's a committee meeting at 9 am next Thursday (in the conference room). The committee also discussed having a public hearing on Thursday, Jan 19 at 7 pm. The expansion is still within the funds allotted.

Andrus: Has been working on remodel. Saw that the new fence has been installed at the park and is centered around a phone pad. He talked to the phone company and found out that Miss Dig was called after the fence was already up. Can this be explained?

Bob: The front part of the fence had not been installed because he was waiting for Miss Dig. The area that he is referring to is the parking area that was discussed at a previous meeting. The front part is now finished (and flagged by Miss Dig).

Shipman: the reason it is the way is because it's in favor of better plowing conditions.

Andrus - that takes care of the concern. When it comes to those phone lines, when you cut a fiberoptic line, you get charged \$80/pair to splice back together. It gets very pricey. Always call Miss Dig before you dig.

Shipman: There was a request at a previous meeting for the wire fence along the west side and fencing along Devil's Dive - any update on that budgetary request? **Griffiths:** has it gone to town board yet? (No one knew.) Griffiths will meet with Shipman to confirm what exactly they need to ask township for and make sure that moves forward.

E. Memorandum of Understanding for Pellizari Park

The memorandum of understanding lays out what the Grand Traverse Regional Conservancy will do, what the township will do, and points of contact between the two. (For example, together they have replanted trees where Consumers cut down trees.) Previously Susie Shipman was the board contact, then Steve was the contact from the conservancy. Griffiths will now sign the memorandum on behalf of the board, if the board chooses to continue it. **Griffiths:** do you (board) agree with us continuing with this memorandum of understanding? All board members said yes.

F. Select Bid for Lighthouse Insulation

Andrus - At last meeting, we were told it wasn't going to be done because spraying foam was unnecessary. Why are we going back to spray foam?

Bob: If you look at estimates / bids, they are just for the foundation walls (outside perimeter) - some are exposed to air and some aren't. There are two bids - Allman and Sons - \$2,059; Advanced Insulation - \$1,025.

Griffiths: Bob, would you consider these bids to be equivalent, as far as what they're going to do? **Bob:** yes. Advanced would prefer to use a heavier barrier (12 mil instead of 6 mil), but he had them bid it at 6 mil because that's the industry standard. There's the option to upgrade to the 12 mil for a minimal fee. **Griffiths:** We have an additional bid for \$2,000 for the storage area to be insulated as well? Is that correct? **Andrus:** Can you explain this storage area? **Bob:** That's the building that we moved. **Griffiths:** In the past, it's been called a "concession building", a "storage building", and an "education center." It's all the same building. It's been intermittently used as a place for people to gather when the weather is too inclement to gather outside. It's been heated by an electric heater. **Andrus:** How many times is it used in a year? **Griffiths:** Maybe four times. **Andrus:** I can't justify spending \$2,000 on that, then. **Skurski:** Those are two separate bids. We need to accept one for the lighthouse and wait on the other. Let's choose one of the lighthouse bids and table the other building. **Bob** agreed. **Motion by Skurski/Andrus to accept Advanced Insulation bid and move forward with the project. Motion by Skurski / Cornell to add \$58 to upgrade to 12 mil. Motion passed.**

G. Maintenance Report - Wilkinson

Bob: He's been working on putting things away; everything is away and ready for snow. He'll be checking every park tomorrow to make sure nothing was missed. At the lighthouse, Ginger noticed some water spots in the ceiling in the lower part of the tower and a soft spot of wood in the upper tower. Six boards were removed and they didn't find any mold. There's a board in the tower that will have to be replaced. There's poor insulation in that area (he could see daylight coming through). He'd like to address that at some point and get that fixed. They also had water coming in from one of the windows. A corner of the window is cracked as well. He can look into what it would take to repair it.

Andrus: having been up there and looking over that situation, those panes of glass are held in by a metal strip on the outside. That metal strip has to come off before the window can be extracted. When this renovation process began, he had a glazing company come out. They were prepared to remove all windows. That project got pushed behind and it still needs to be done. The windows were never pulled out and the frames were never fixed. He's inclined to put a piece of tape over the window and wait until spring, when the windows can be fully removed and properly repaired. **Bob** agrees.

Ginger would like to make sure they don't wait too long in the spring - doesn't want the lighthouse to have to be closed for repairs.

Skurski: any idea of the cost? **Andrus:** It was 2 years ago that we looked into it, but at that point it was between \$600-\$800. That didn't include prepping the steel frames. **Bob:** Can you get me their names so that we can be in contact and get a plan in order for this spring? **Andrus** will be in contact with the company he had talked to previously and will bring information on whether or not the project is possible this spring when he can.

Griffiths: New trail signs have been ordered for the trail systems. **Bob:** If the signs are in, he'd like to get started with getting what he can in before too much snow is there. He will also need about 20 posts (\$10/piece). **Griffiths:** This seems like a big project for you to have to undertake by yourself. Are there people who are experienced who can help? **Bob:** It's hard to coordinate schedules between his own schedule and volunteers' schedules. It's easier for him to take his tractor and put them in when he has time. He'd like the approval to buy the posts. **Bob / Susie Shipman** will pick up signs when they're ready - **Susie** will also help him install the signs.

Motion by Skurski / Cornell to approve \$300 for Bob to purchase posts for new signs and any required hardware. Motion passed by roll call.

H. Lighthouse Manager Report - Schultz

Ginger Schultz - 3877 Smokey Cove Drive. Welcome to new board members. She is the manager of the lighthouse and has been for past year. She has the lighthouse open every day from 5/1-7/31 and Friday-Sun through November. They are now closed. Great season - no major problems with keepers. Lots of work and lots of hours. It's a very busy park.

After credit card discounts and discounts for keepers, the lighthouse grossed \$140,715.60 in sales. There were 13,726 sales transactions on system. Out of all of those, only about 70 were rung up as "miscellaneous" (where the keepers were unsure what category to use) so the keepers seemed to be able to handle the system well.

There is a lot of clean-up and repair, painting, etc. to be done. This season 19,270 people paid to climb to the top. With the new park commission board in place, she would like for them to consider letting her carry a credit card so that she doesn't have to be reimbursed for each purchase. Reimbursements can take 6-8 weeks. After 8 months of her being there, Mary told her that she has an account at DeWeese (she goes there now for anything that she can). She has tried to get things through the township at Sam's, but there are still things that she needs to order online. There's also a petty cash account, but it was also a big deal to get petty cash approved. She was able to carry Susan's Staples card, but that requires written permission from the chairperson. It's a very complicated process. If there is any way to have a credit card for the lighthouse (even kept in the safe here at the township) it would relieve a lot of hassle for her.

Now that they're closed, she has maintenance that needs to be done. The bathroom is the main concern right now - she has photos for the new board to look at and has a bid for the contractor to do the upgrades. She has a bid from a local contractor who has done other bids on the peninsula. His bid is less than \$3,000 for the bathroom - replace toilet, flooring, sub-flooring, sink, counter; as well as putting a utility sink in the basement. She'd like to get it on the schedule right away.

They still have bait boxes for mice and that has been working well. She'd like to do some follow-up work on the keeper program.

Cornell: If the lighthouse can generate that kind of money, why not fix it right? **Skurski:** We need some work to upgrade the bathroom and have a detailed list now of the tasks and materials. One bid could be a great price, but do we need a second bid? **Andrus:** has some concerns with this. When he saw the pictures of what was taking place and reading what's going on, black mold on a shower surround is not caused by a leaky toilet. You can put a new toilet in, but when it's hot and humid it will continue to sweat. All that is needed is linoleum to replace the carpeting, instead of a whole new bathroom.

Griffiths suggested that the topic be tabled until next meeting and at that point, all members come prepared with information on what to do with the bathroom. This is a place where the township is asking volunteers to come stay for a week. It needs to be attractive. The lighthouse runs because volunteers work 10-5 every single day. At 5:00, they balance the budget and clean up. They are working hard. To have a decent looking bathroom for \$2,600 is not irresponsible spending.

Ginger - our income this year was over \$30,000 more than last year.

Griffiths: For the board members who aren't sure if they want this to happen, take some responsibility and go out there to look at the bathroom. If you don't want to settle with the first bid, then bring a second bid. **Andrus** - He understands the lighthouse program, but this lighthouse is gobbling up money. If we would have worked this out properly from the beginning, we wouldn't be going back out there to fix it. This is the problem he has with this bathroom - if you show him a picture of mold, that's not because of a sweaty toilet. That's a cleaning problem with the keepers program. The standard practice for this township is 3 bids for a project, so there should be at least 3 bids, not just one. **Griffiths:** I firmly believe we should be able to get this decided in a month. Ginger, we'll need 2 more bids. How much does this lighthouse gross? **Skurski:** in excess of \$100,000. The question is if we have laid out the project correctly. Let's get two contractors and get at least two bids.

Ginger - a lot of her time is spent cleaning up issues that are related to the bathroom. Everything is old. People work 7+ hours every day in the store - and they're paying to work there. When you walk into the bathroom, it stinks. She's constantly doing maintenance because of this issue. She'd like it done by May 1.

Griffiths: I think we're at a disadvantage because for the last year or two, we've not had a good set of reliable numbers. It's not Ginger's fault - it's issues within the township. Every time someone climbs the tower, they pay \$4/adult and \$2/kid. At 19,000 climbs, that is pure profit. I think we can afford to fix the bathroom.

Ginger will get two more bids before the next meeting.

Snow: how do we get Ginger a credit card? **Andrus:** Employees can't carry a credit card for the township. **Griffiths:** If it's all right with everyone, I'll talk to the clerk and the treasurer and see if there's a way we can make it easier for Ginger to purchase what she needs.

I. Organize Park Master Plan Work (Schedule Citizen Input Session)

Skurski: Since we lost the planner who was working with him to get this done, they're a little behind the schedule. He wants to look at the content of the current master plan for the park, then put together an outline on what it would take to bring the master plan into fruition. He'd like to have a committee with a member of the planning commission, some citizens, as well as a couple of the people from this committee. The board needs to have a 5-year financial plan regarding what they're going to do. The township has a piece of capital out there with the lighthouse that's worth maybe \$250,000. We should be spending 5% (of that value) each year for maintenance. He'd like them to start thinking longer term - how much needs to be allocated? What are the driving principles to get these things done? What are our resource plans - what do we need to do? There needs to be a plan.

Griffiths: What is the next step for this? **Skurski:** First he needs to get info from the township, then get a group together. Then put together citizen committees to get it launched. It will have more sections in it than what's been done in the past. What is the 3-year plan, what's the 5-year plan? When we're done with our terms here, are we making a significant difference? There will also need to be some buy-in from the township. He will bring the information he can get from the township by the January meeting.

J. Discuss Security Systems / Bids

Griffiths: We have 3 bids - Simply Safe, Front Point (top-rated wireless in the country), and a local company. There is currently no security system at the lighthouse. There was a phone-based system, but it was disconnected during the remodel and hasn't been turned back on. In this day and age, wireless systems are the way to go - there is spotty phone coverage out there, but consistent wireless available. If they buy a system, it can get into place within a couple weeks. It will cost about \$400 for the pieces needed, then about \$35/month to maintain it. There are lots of options - glass-breaking sensors, video cameras, monitors, etc. **Snow:** There are clear things that are a foreseeable risk (vandalism, etc.). Just because we've been lucky in the past doesn't mean that we should rely on that. The cost for this seems to be quite reasonable.

Griffiths: would suggest Front Point, which would cost \$362 to get hardware + \$35/month. **Andrus:** Simply Safe seems to be a lot lower cost. **Griffiths:** Front Point is "the best." **Snow:** Are the three bids all the same? **Griffiths:** Each one has a base station, then you can order the pieces that you want. Front Point and Simply Safe both are systems that you install yourself. Simply Safe doesn't have coverage that's as good as Front Point's coverage (based on cell systems they use). **Snow:** Front Point seems to be the best one. Since it's not a huge cost difference, that seems to be the best choice. **Motion by Snow/Skurski to go with Front Point because of the quality of the system and need for protection.** **Griffiths:** When you call Front Point, you get a person - when you call Simply Safe, you get someone who emails you back. Front Point seems more personable. **Andrus:** Which items are we taking? **Griffiths:** 3 door sensors (two main doors plus basement door), 2 motion sensors, glass-break sensor, smoke/heat sensor, carbon monoxide sensor, and control panel. **Skurski:** If we think that the security coverage by Front Point is better, than the \$200/year that they cost above Simply Safe is worth it. **Griffiths:** We also need to set up who they call if the alarm is triggered. By law, they call two people before they call the police. **Snow:** Can one of the people that gets called be the fire department? **Skurski:** We'd have to get an agreement from the fire department to do that. **Snow:** Assuming you have a burglar out there, are we sending one person out to check without a police officer? He'd think that person would want to be accompanied by a police officer or the fire department. **Snow:** The fire department responds to false alarms all the time and it's not a big deal. **Andrus:** He doesn't see any term agreement on the Simply Safe. Was there one? (Front Point seems to be based on a 3-year agreement.) **Griffiths:** Not to my knowledge. One thing that the Simply Safe has that the others don't is a panic button that the keeper could push. **Skurski:** We should have the same amount of equipment from either company. **Griffiths:** We should get a security system signed up for one year based on comparable costs, with the understanding that we're not going to go for any longer than a year. **Motion by Skurski/Snow for Griffiths to spend up to \$500 on materials and get a one-year contract with a monthly fee to not exceed \$50/month. In favor: Skurski, Snow, Griffiths, Cornell. Opposed: Andrus. Motion passed.**

K. Discuss Advisory Boards

Skurski: For clarification, should be advisory *committees* (since boards are elected). He'd like to set up committees that are focused on each park and are subject-matter experts. When discussions are had, they would have already had some people who are interested and "stakeholders" in the materials or the parks that are being looked at, and have input to give. It will be a volunteer citizens group, but with a little more formality. They could give input on issues. They would be able to give advice to the board members. This group could also be used to get volunteers for projects. It can be discussed at a later meeting, but this could start with a group focused on the lighthouse as a trial basis (Friends of the Lighthouse, historical society,

etc.) He wanted to introduce it to the group tonight, since there are two new board members. It can be put on as a new business item after that.

Griffiths: It's too bad we don't have a newsletter to help get the word out about this. (Maura Sanders - it's in the works to get it going again.) This is a good way to listen to the experts out there.

L. Electricity at Garage / Log house

Bob: When the building got moved, all of the power that was feeding the garage and log house came from that building. There was a separate meter on that building and the power went from there to the two buildings. There is now no power to either. They need power to the garage, but preferably both at the same time. He would like for it to come out of the fuse box in the house and refeed those lines so that everything doesn't have to be changed in the garage or the house. It will require a roll of wire to feed the two systems (around \$100). It needs to be done.

Skurski: How was the power brought into the education building before? Bob: It had it's own meter base. When they moved it, they took that box down. **Griffiths:** the metering will come off the lighthouse? Bob: yes. It will come out of the breaker panel in the lighthouse and either out to the buildings themselves, or retook where they cut the line at the building.

Andrus: why wasn't this part of the original bid of moving everything? If we'd had a professional project manager it would have happened. We need a licensed electrician and we need bids. Bob will get bids.

Citizen Comments:

Maura Sanders - 20202 Center Rd. - When you choose a security company, make sure to pick one with power outage protection, since there is not a generator at the lighthouse. Simply Safe seems to have that. Welcome aboard to the new members - she's a former park commission board member and is now on the town board and will be their biggest cheerleader, so if they need anything, let her know.

Nancy Heller - 3091 Blue Water Rd. - If there's a box that's no longer there, make sure you're not paying a monthly fee to Consumers Energy. Make sure the clerk's office knows it's not there anymore and make sure you're not being charged for it.

Susie Shipman - When they were doing tree planting at Pellizari, they talked about these advisory committees. They really like the idea of these. She'd also recommend that they go to DNR website for rec plan updates. They may have an expansion committee member who is resigning officially, so how does the board feel that they should manage that? Do you want them to go through same process (appointing citizen members)? (**Skurski:** is it a citizen member? Shipman - yes.) Town board needs to appoint someone as well. (**Skurski:** can you go without replacement?) Shipman: yes, but when she thinks about this committee, there have been people who have been coming to all of the meetings who are educated regarding their projects and could offer a lot to the committee. **Griffiths:** Look at the people who are committed and invested and coming regularly to meetings, then also look at the big picture and make sure you have all demographics covered. Then bring your recommendation to the board and they will appoint a new member.

Board Comments:

Skurski: In regards to the electrical rehook at lighthouse - he suspects we may need a bigger box. The whole system may need to be looked at. This could be a larger project than initially meets the eye.

Motion by Skurski / Andrus to adjourn. Motion passed. Meeting adjourned at 9:03 pm.