

**Peninsula Township Park Commission
Township Hall
February 13, 2017 7 pm (special meeting)**

Meeting called to order at 7:00 pm by Anne Griffiths.

Present: Anne Griffiths, Jon Andrus, Mike Skurski, John Snow, Gary Cornell.

Also Present: Maura Sanders, Bob Wilkinson, Rachel Mavis (recording secretary)

Approve Agenda

Motion by Andrus / Skurski to approve agenda. Motion passed unanimously.

Citizen Comments (items not on agenda)

Sanders and Griffiths will work to reschedule the lighthouse manager review meeting.

Conflict of Interest

none

Consent Agenda

none

Business

A. Budgeting for the park system 2017-2018

Skurski: The budget report is what was seen at the last meeting - it runs through 12/31/16, which covers 3/4 of the year's spending. He used the format from the township that is broken down into each general section - description, YTD, requested, and notes. The last category will be the suggested request for '17-'18. His suggestion is to go through each one, starting with the general parks (208) fund first. Just a note: Fund 208 shouldn't include Big John, but should include Bowers Harbor Expansion.

Looking at Page 2 of the Revenue / Expenditure Report:

Revenues: \$92,986.70; expenditures: \$85,508.07 (difference of \$7,478.63). When added to the beginning fund balance of \$104,358, that equals the \$111,836.63. Essentially, this is the net worth.

Andrus: Does this go towards the upcoming budget?

Skurski: Yes. If once a budget is laid out for spending, and there isn't enough revenue to cover, funds from this can be brought in.

Snow: How much latitude is there in moving from one account to another?

Skurski: We (the park commission) make recommendations to the township board on where to move the money and then it's up to them to approve it.

Snow: What is our total amount in all of our accounts?

Skurski: If all spending stopped right now, we'd be at \$308,192.58. Expected expenditure above revenue was \$42,470.

Wilkinson: One of the huge factors was that the Big Jon sale was finally put into the equation.

Skurski: Also there was more revenue than expected from the lighthouse / lighthouse gift shop.

Starting with General Park (208 account):

Expected transfers in was \$65,000... actual was \$91,829. Equipment from the Big John sale was a big part of that. Rental income - expected was \$900 and none was in. YTD should be \$830. Around \$1,000 should come in from rentals and maybe \$400 from interest.

- Wages: New cost structure (\$100 for chair, \$80 for members). If 24 meetings were held, it would be \$11,520.
- No permanent employees
- No temporary employees
- No assistant bld/grounds
- Paying into work comp: \$3225.
- No hospitalization / life insurance
- Social security: \$1,278.
- No unemployment
- No pension
- Supplies: Budgeted \$1,000, then spent \$430 so far - budgeted \$1,000
- Heating fuel - spent \$552 (This could possibly be from Big Jon? **Andrus:** Why are we billed for that? We should look into that) Nothing budgeted for next year.
- Seeding / planting: None, but maybe need some for expansion. (Put in placeholder of \$800 - not a recommendation, just opening it for discussion.) **Griffiths** suggested budgeting enough for trees at Haserot as well as the expansion. **Skurski:** I'd say let's plan \$10,000 for trees, including the expansion and Haserot. That would get us a good foothold for something that people will notice.
- Legal fees: \$1,000
- Audit fees: \$1,000
- Contractual Services (Bob): This line also includes snowplowing. Suggested for this year is \$67,000 (takes into account Bob's 3% increase from last year. If Bowers Harbor Expansion is opened and mowing is added, it will increase Bob's contract. It could add \$1,500 to \$2,000 depending on what he's doing. **Griffiths:** Let's make it \$69,000.
- Contractual & Recording: \$1800
- Communications / Telephone: Shouldn't be anything there - nothing budgeted for next year.
- Mileage: none
- Printing / publishing: Some money was put in there as a placeholder for BHE work. Most of the cost went into the 967 BHP account. For now, may be some spending as developing a strategy. Putting \$2,000 to start there.
- Electricity: bumped it up 10% to \$3,300.
- Street lighting: \$1,500 (double where budget is)
- Repairs and maintenance (last year there were \$9,800 in expenditures that should have been on the previous budget. This number is overstated from the normal cost.) Repairs and maintenance has been running \$12,000 - \$15,000/year. Without looking at the expansion, suggestion of \$15,000. **Griffiths:** What does the line for tables represent? **Skurski:** 10 tables/year. **Griffiths:** Let's add new tables for Haserot. **Wilkinson:** We have some extra tables that we've been rotating around. We can keep doing 10/year until we're done. They're \$3,500 for the 10 (aluminum). **Griffiths:** Let's add \$1,000 to take care of 3 more - makes it \$16,000. **Wilkinson:** You mentioned the fence in the woods at Archie. Maybe \$600-\$700 there. **Griffiths:** Should we consider some fences at Haserot to limit the traffic across the road? **Skurski:** Should we make this \$20,000? (Agreed to set it at \$20,000.)
- Log church maintenance - that work still needs to be done. **Griffiths:** I have a bid for \$21,000 right now. The log church needs new chinking (silicon chinking was used). The Old Mission Womens' Club has been helping. May need to be \$22,000 to allow for an increase from when the bid first came in. Set at \$22,000. **Skurski:** Is any money coming in from historical society? **Griffiths:** No. **Skurski:** Let's set it at \$25,000.

Griffiths: Can we go back to repairs / maintenance and talk about repairs of the outhouses? There are several that need grading below the door and stainless steel plates. **Wilkinson:** Yes, but some of them also have rotted frames in the concrete (Haserot is an example). Those will have to be cut out and replaced. Maybe \$300-\$400/piece. **Andrus:** I'd plan on \$1,000 per door, since everything has to be included. **Griffiths:** Where do new ones need to go in, besides Haserot? **Wilkinson:** Bowers, maybe. **Griffiths:** There are two at the lighthouse that need steel plates and drains. **Griffiths:** What about \$4,000-\$5,000 for that? **Skurski:** Let's change this to \$30,000.

Cornell: What about cleanup on the beach? Is that under repairs / maintenance? **Andrus:** The community takes care of that. Everyone takes their turn down there. We don't need to add extra. **Wilkinson:** As a general rule, at Haserot I rarely have to go out on the beach and pick up trash. On the 5th of July, someone has already done it.

Griffiths: What can we do about the buoys at Haserot? **Andrus:** They need to be replaced. **Wilkinson:** We would need 3 at \$200-\$300/piece.

- BHP Repairs and maintenance - (not the expansion) - \$5,000 allocated. **Wilkinson:** Why is that a separate entity? **Skurski:** There is more equipment there, since it's the largest. **Snow:** We've talked about repairing the current unsafe playground equipment (bolts, etc.) **Wilkinson:** One tire is missing and that needs to be repaired, bolts need to be covered, sand moved, etc. There is enough work down there to keep someone busy for 1-2 weeks. The screws are pulling through the plastic wood material. **Skurski:** Let's say \$5,000 for the playground safety - if we keep the other \$5,000, that makes it \$10,000. **Wilkinson:** How about the fence on the west side - the intermittent fence? It could be \$5,000 to fix that. **Skurski:** Let's say \$15,000.
- Rental Expenditure - not renting Big John, so nothing
- Education & Training - put in \$250
- BHP Expansion - present recommendation from committee is \$30,000. **Sanders:** Last year we approached the town board and told them that this would be coming, and they were supportive. That may be the way to approach it this time, too. This will be the town board, park board, planning commission, etc. coming together and going after grants. **Snow:** There's another public meeting this month - this is still a very fluid project. **Skurski:** Let's get \$30,000 there.

Approximately \$42,450 added to the budget - around \$185,000 total spending expectation.

Skurski: What do we ask for as far as appropriations coming in? If that's what we did, we'd go negative by \$88,000 and take that balance out. About \$30,000 of what we need is brand new (for expansion). It's about \$155,000 for the other things we want to do. We can use some of the balance, but what's a reasonable starting point to go to the township for? We do tend to underspend, too. If we took \$40,000 out of our own pocket and ask township for \$148,000 from township, that leaves us with around \$70,000. (All agreed.)

PELIZZARI FUND:

- One project will be upgrading the parking lot to universal access and possibly putting in universal access in pathway (lot more money than what is available right now, though) - if we go ADA, there is probably some grant money available (this is where the Conservancy comes in, too).
- Skurski** will get an actual balance from Brad Bickle and revisit this.

HESSLER:

No major maintenance there.

Skurski: Let's leave \$500 for supplies and \$500 for maintenance.

LIGHTHOUSE GIFT SHOP:

Skurski: We have some revenues and expenses that are misplaced in the report, so we'll get that straightened out. As far as the lighthouse manager - we wanted to split that between the lighthouse and the gift shop (1/3 to lighthouse and 2/3 to gift shop).

- Rental income is in the wrong spot - \$3,700 is to the lighthouse
 - Revenue we have booked right now is \$60,925... Ginger says she has \$72,000, but we haven't figured that out yet. He recommended \$72,000 for that (and merchandise cost will be half). - Let's say \$66,000 (splitting difference).
 - Lighthouse sales tax is 6% of sales
 - Lighthouse manager: \$15,000 (that would make total \$22,500). **Sanders** and **Griffiths** will update **Skurski** if they want that number up after they meet with Ginger regarding her contract.
 - Townpak / work comp: \$1,200
 - Social security: \$1,200
 - Lighthouse sales tax PD to ST: \$3,200
 - Merchandise cost: \$33,000
 - Credit card fees: 2% of sales
 - Audit fees: \$600
 - Printing / publishing: \$600
 - Cash short: (this is if over/under at end of the day) - \$432
 - Contingency: (memberships) - \$1,000
- * everything will be adjusted based on \$66,000 as well as what is negotiated with Ginger

LIGHTHOUSE:

- Lighthouse grant: Grant money will be coming in - revenue of \$40,000
- Keeper program: \$4,000
- Lighthouse tours: \$72,000 (based on last year) - set at \$70,000
- Contributions from private sector: \$2,000
- Appropriated transfers in: \$20,000
- Temporary employees: mislabeling of Ginger's time - should be 0.
- Lighthouse manager: \$8,000
- Townpak / work comp: \$2,400 (covers liability insurance as well)
- Hospitalization / life insurance: none
- Employer social security: \$800
- Supplies: \$1,500
- Grounds: \$800
- Heating fuel: \$1,300
- Gas & oil: none
- Legal fees: \$850
- Audit fees: \$600
- Contractual services: \$2,500
- Communications / telephone: \$2,000
- Mileage: \$2,100
- Community Activities: \$3,000 (last year may have been misallocated)
- Printing & Publishing: \$1,500
- Electricity: \$2,000
- Repairs & Maintenance: \$17,500

- Capital Outlay: \$12,000 - the \$64,713 (should be \$67,000? Skurski will get the exact number) - carried over to this year's budget. There's sidewalk to do and electrical to relocate, and fencing to do somewhere. That will include the capital outlay and be around \$79,000.

Citizen Comments

none

Board Comments

March 1 will be the next meeting - Mike Skurski won't be there. If someone could pick up invoicing, he'll send that person a spreadsheet so they can fill it out in Excel. John Snow will pick it up.

Motion by Skurski / Cornell to adjourn. Motion passed unanimously. Meeting adjourned at 9:02 p.m.