

**PENINSULA TOWNSHIP PARK COMMISSION
REGULAR MEETING
MARCH 7, 2012**

Meeting called to order at 7:00 p.m.

PRESENT: Crampton; Kelley; and Rough. Also present: Grant Blackmer and Shelly Leatherman, Recording Secretary and Sonja Richards.

ABSENT: Ostlund (Excused) and Stoye (Excused).

MOTION: Kelley/Rough to appoint Crampton to serve as Chair in Stoye's absence.

PASSED UNAN

MINUTES OF FEBRUARY 1, 6, 13, and 20, 2012 MEETINGS

Crampton said that on February 13, 2012 Meeting minutes, on Page 1, under the Motion to change Blackmer's salary to an hourly position, Kelley left the meeting early. Therefore, she did not vote on the Motion and should not be included in the Roll Call Vote.

Crampton said that on February 20, 2012 Meeting minutes, on Page 1, under the Motion to authorize \$4,000 in the 2012 fiscal year budget to outsource trash pickup, a Roll Call Vote was taken as follows: Crampton-yes, Kelley-yes, Rough-yes and Stoye-no. PASSED. The next motion regarding rescinding the Motion of February 13, 2012 that changed Blackmer to an hourly employee also had a Roll Call Vote as follows: Kelley-yes, Rough-no, Stoye-yes, and Crampton-yes. PASSED.

MOTION: Kelley/Rough to approve the February 1 and 6, 2012 minutes as submitted and February 13 and 20, 2012 as amended.

PASSED UNAN

PUBLIC INPUT

Bruce Summers, 8925 Sunset West, requested installing a sign at start of Trail #9 in Old Mission Point Park. Sonja Richards said that the Grand Traverse Regional Land Conservancy quoted \$200 to \$300 to design a new trail map for Old Mission Point Park. This amount and an additional amount of approximately \$450 to \$550 for Old Mission Point Park signs from Signs Now need to be included in the budget, which will require Township approval. Mr. Summers said that the Brinkman Trail Adopters might help with the sign at Old Mission Point Park.

Daniel Siderman, Traverse City Track Club, 5269 Sparling Rd., Kingsley, said that regarding the New Business Item 1. ½ Marathon the Traverse City Track Club requests permission to use Township Parks for staging. There was PkC consensus to allow them to use all three pavilions. Mr. Siderman requested approval to locate a Penske truck at Bowers Harbor Park the night before for storage purposes. It would be secured. There was PkC consensus to allow the same. Most spectators will be bussed. Traverse City Track Club will be notifying residents on the route and around the perimeter of the event. Additional parking is approved at Bowers Harbor Park if needed (same area used for the Traverse City Triathlon). \$400 regular fee will be

charged for permit. \$500 additional donation, if any, will be used for parks signage. There will be a follow-up/wrap-up meeting post event.

MOTION: Kelley/Crampton to approve the Lighthouse ½ Marathon as corrected above and including revised Site Plan.

PASSED UNAN

Laura Johnson, 3464 Kroupa Rd., referred to the PkC's January 4, 2012 Meeting minutes and asked why \$3,000 was originally budgeted for Hessler Log Cabin. **Crampton** said that the amount had been budgeted in previous years, but not used. Therefore, they decided not to continue to budget the same. It was an undesignated amount. Regarding February 6, 2012 Meeting minutes, Rob Manigold, Township Supervisor, said that Grant Blackmer will be 100% Parks Employee effective 2012-2013 fiscal year. **Kelley** clarified the two full-time positions will be the Parks and Lighthouse Manager and Buildings and Grounds Maintenance. Mrs. Johnson expressed concerns about cutting the pay of Jackie Richer, Recreation Program Director. **Crampton** said that she is not working full-time. Her pay per hour was not reasonable for the number of hours worked. Mrs. Johnson referred to previous Park Board's minutes stating that her pay was based on less than full-time hours. Sonja said that the program is operating at a loss. Mrs. Johnson said that Ms. Richer has done a tremendous job and does not want her to be alienated. Sonja said that Ms. Richer understands the reason for the cut in pay. She does not have negative feelings as result. Discussion followed. Regarding the February 13, 2012 Meeting minutes, Mrs. Johnson asked if there is a current written job description including all work to be performed on a salary basis or will additional money be paid for certain work. **Kelley** said yes and Sonja has absorbed Stef Staley, Lighthouse Consultant's work. **Kelley** said consultant-type work is included in Sonja's salary. Regarding the February 20, 2012 Meeting minutes, Mrs. Johnson asked about outsourcing trash pickup. **Rough** said that the \$4,000 is for year-round trash pickup. **Crampton** said that trustees are no longer used. **Blackmer** will require assistance of part-time seasonal employee. Historic Structures Report will be made available to the public upon completion. Mrs. Johnson requested a copy now. **Crampton** will ask Rob Manigold if the working copy should be made available to the public. Mrs. Johnson will obtain an updated copy of the proposed budget from the Township Office.

REPORTS

Lighthouse

Sonja Richards said that she met with Rob Manigold. He said that it would be helpful for Township Board (TB) members to be informed about her duties. Sonja will E-mail detailed description including accomplishments and money earned and/or saved to the PkC and TB. Sonja increased press release list to over 100. Lighthouse Keepers are booked until December. Sonja presented document titled 10-week Summer Friday Program at the Lighthouse for kids at a cost of \$10/child. The proceeds will be split between the Parks and the organization presenting the program, if any. There was PkC support to provide a ½ price admission to the Lighthouse coupon for the same day for the families of children who attend the Summer Friday Program. The PkC will hold a special meeting as soon as the budget has been approved by the TB to review the gift shop's proposed merchandise purchases. Sonja said that Seeds has not been paid for the ladder at Pelizzari Natural Area. **Kelley** will follow-up.

Buildings & Grounds Maintenance

Blackmer said that he is repainting picnic tables. He is cleaning up the north end after the snowstorm over the past weekend. **Crampton** said that Blackmer did a great job dealing with the snowstorm. Sonja said that the Lighthouse needs an emergency plan (i.e., generator to keep the heat going) in case of a snowstorm or power outage. Sonja will investigate a generator. The Lighthouse water pipes could be drained.

Refundability of wedding deposit was discussed. The same will be clarified in the policy in the future.

MOTION: Kelley/Crampton to refund Christen Gilman & Dannu Stricker’s wedding deposit for September 29, 2012 based on precedent set.

PASSED UNAN

MOTION: Rough/Kelley to approve weddings as presented and reviewed by the Park Commission at tonight’s meeting.

PASSED UNAN

Financial

MOTION: Crampton/Rough to approve invoices as presented.

PASSED UNAN

Amendments to Fund Balances

The following motions are being made due to incorrect wording of motions made at a previous PkC Meeting:

MOTION: Crampton/Kelley to transfer the budgeted amount of \$3,200 from 208-801-970 Hessler Log Home Capital Outlay to 208-753-930 Park Improvement to cover wages and benefits.

Roll Call Vote: Crampton-yes, Kelley-yes and Rough-yes.

PASSED UNAN

MOTION: Rough/Crampton to amend \$12,000 from 208-804 Lighthouse ending fund balance into the 208-751 Parks (general) to cover overages within the budget including museum and fresnel lens expenses and wages and benefits.

Roll Call Vote: Kelley-yes, Rough-yes and Crampton-yes.

PASSED UNAN

MOTION: Crampton/Kelley to amend \$8,803 from the 208-802 Lighthouse Gift Shop ending fund balance into the budgeted line items to cover overages within the budget to restock depleted inventory due to sales.

Roll Call Vote: Rough-yes, Crampton-yes and Kelley-yes.

PASSED UNAN

Pelizzari Natural Area (PNA)

Rough said that Grand Traverse Regional Land Conservancy cleaned up trees and branches, which were blocking trails. She thanked them. **Blackmer** will obtain quotes from tree services (e.g., Leonardo’s, etc.) to remove dead tree in PNA bordering property of resident living on Homestead Lane.

Adopt-A-Park

No new information.

CORRESPONDENCE

Monica Hoffman, Township Clerk’s, memo dated February 21, 2012 regarding Budget Amendments – Parks; Bruce Summers’ E-mail dated February 20, 2012 regarding Adopt-A-Park and it will be addressed in the 2012-2013 fiscal year budget; and Bryan Graham, Township Attorney’s, memo dated February 15, 2012 regarding whether bottled water can be made available for either sale or donation at the Lighthouse Gift Shop. There was PkC consensus to not pursue an SUP amendment to ask for donations for bottled water.

OLD BUSINESS

1. 2012 Budget

Blackmer’s salary and related expenses and \$2,000 for park signs excluding PNA will be included in revised proposed budget. The PkC will meet with TB to review the same.

Summer Recreation Program interns will be trained by certified first-aid trainer, Ryan Deering of the Peninsula Township Fire Department. The interns will be unpaid.

2. Partnering for Parks Workshop

Partnering for Parks Workshop will be tabled until the next PkC meeting scheduled for April 4, 2012.

NEW BUSINESS

1. ½ Marathon

See Public Input Section above.

Sonja will inquire with Jackie Richer to determine whether she plans to continue with her Recreation Program Director Position or resign.

Crampton will include Rough’s requests for Old Business/follow-up items on the agenda of the next PkC meeting scheduled for April 4, 2012.

MOTION: Kelley/Rough to adjourn the meeting at 9:35 p.m.

PASSED UNAN

Respectfully Submitted,

Shelly Leatherman, Recording Secretary

These minutes stand to be approved at the next meeting scheduled for April 4, 2012.