

**PENINSULA TOWNSHIP BOARD  
SPECIAL MEETING  
CONFERENCE ROOM  
March 28, 2016**

Meeting called to order at 9:00 a.m.

**PRESENT:** Correia, Hoffman, Weatherholt, Byron, Rosi and Witkop

**ABSENT:** Avery (excused)

1. **Call to order**

2. **Pledge**

3. **Roll Call**

4. **Approve Agenda** –Motion: Byron/Witkop to approve the agenda.

**Passed Unan**

5. **Brief Audience Comments** – for items not on the agenda – Anne Griffiths regarding lot split #212.

6. **Conflict of Interest – None**

7. **Business**

**1. Transfer Equipment Sale of Money to Parks \$12,069.**

Motion: Hoffman/Witkop to approve the transfer of \$12,069 from the General Fund 101, fund balance to the Parks Fund 208 fund balance.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

**2. Steve Schwartz Legal Services Letter**

Hoffman this letter from Schwartz is to provide legal services with regards to the Michigan Employment Commission.

Motion: Weatherholt/Byron to authorize the Clerk and Supervisor to sign the Legal Services letter from Steve Schwartz.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

**3. School Board Resolution (discussion and possible adoption)**

Correia stated that the Town Board had asked for a resolution at the last TB meeting. Correia had provided a resolution to the TB in their packets; however the Library Chair has asked that there not be any reference to the Library in the resolution. The board briefly discussed the request by the Library chair as well as the resolution that the Green Lake Board had passed, and had decided to review that resolution and table this until the next meeting.

Motion: Weatherholt/Byron to table the School Board Resolution until the next Township Board meeting.

**Passed Unan**

**4. Consider Payment of Bills**

Hoffman also provided the board members additional bills totaling \$920.00 as well as the \$17,349.29 that was provided to the board earlier.

Motion: Weatherholt/Rosi to approve payment of bills.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

**5. Fiscal Year-end Budget Amendments**

Motion: Witkop/Weatherholt to transfer within the General Fund (101) \$40,000 as stated on the attach worksheet, and allow the Clerk and Treasurer to amend between the line items.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

Motion: Witkop/Weatherholt to transfer \$190,000 from the Fire Fund 206 fund balance into the fund.  
Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

Motion: Rosi/Byron Fund (206) Fire Department to allow the Clerk and Treasurer to amend line items within the fund.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

Motion: Bryon/Witkop Fund (208) Parks to allow the Clerk and Treasurer to amend the line items within the fund.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

Motion: Bryon/Witkop Fund (508) Lighthouse to allow the Clerk and Treasurer to amend the line items within the fund.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

Motion: Byron/Hoffman Fund (212) Pelizzari to move the payment form current fiscal year into 2016/2017 or amend from the fund balance.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

Motion: Hoffman/Bryon Fund (207) Police to amend \$19,000 from the fund balance and to allow the Clerk and Treasurer to amend the line items within the fund.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

Motion: Witkop/ Byron Fund (225) Summer Tax Collection to transfer \$4,700 from the (101) fund balance and to allow the Clerk and Treasurer to amend the line items within the fund.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

Motion: Witkop/Byron Fund (502) Tower to transfer \$109,000 from the fund balance into 502-000-967 for Expansion to Bowers Harbor Park.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

**6. Adoption of General Fund, Special Funds Budget, Fire Department Budget and appropriate resolutions**

Motion: Witkop/Hoffman to approve Resolution 2016-03-28#1 to adopt the General Fund Budget for fiscal year 2016-2017 at the department level and to appropriate spending the budgeted money.

Roll Call Vote: Witkop yes, Byron No (opposed to increases), Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed**

Motion: Hoffman/Weatherholt to approve Resolution 2016-03-28#2 to adopt the Fire Department Budget for fiscal year 2016-2017 at the department level, and to appropriate spending the budgeted money.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

Motion: Rosi/Byron to approve Resolution 2016-03-28#3 to set the 2016-2017 millage for the Fire Department at 1.1 mil.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

Motion: Hoffman/Witkop to approve Resolution 2016-03-28#4 to adopt the Special Fund budget for fiscal year 2016-2017 at the department level and to appropriate spending the budgeted money.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

Motion: Witkop/Weatherholt to approve Resolution 2016-03-28#5 that as of April 1, 2016 the salary of the Township Clerk shall be \$46,935.00 annually.

Roll Call Vote: Witkop yes, Byron No, Weatherholt yes, Hoffman yes, Rosi no, and Correia yes.

**Passed**

Motion: Witkop/Hoffman to approve Resolution 2016-03-28#6 that as of April 1, 2016 the salary of the Township Supervisor shall be \$46,935.00 annually.

Roll Call Vote: Witkop yes, Byron No, Weatherholt yes, Hoffman yes, Rosi no, and Correia yes.

**Passed**

Motion: Hoffman/Witkop to approve Resolution 2016-03-28#7 that as of April 1, 2016 the salary of the Township Treasurer shall be \$44,290.00 annually.

Roll Call Vote: Witkop yes, Byron No, Weatherholt yes, Hoffman yes, Rosi no, and Correia yes.

**Passed**

Motion: Hoffman/Weatherholt to approve Resolution 2016-03-28#8 that as of April 1, 2016 the salary of each Township Trustee shall be \$5,391.00 annually.

Roll Call Vote: Witkop yes, Byron No, Weatherholt yes, Hoffman yes, Rosi no, and Correia yes.

**Passed**

Motion: Byron/Weatherholt to approve Resolution 2016-03-28#9 authorizing the Clerk and Treasurer to pay recurring bills to avoid late charges and/or finance charges, and authorizing the Supervisor to make budget adjustments and authorize bills up to \$1000.00 if necessary.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

Motion: Witkop/Hoffman to adopt Resolution 2016-03-28#10 authorizing the Treasurer to utilize financial institutions of his choice as provided by law.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

Motion: Witkop/Hoffman to adopt Resolution 2016-03-28#11 authorizing the Treasurer's Office to access On-Line Banking through Traverse City State Bank and Chemical Bank.

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

7. Adopt fiscal year 2014/2015 calendar

Motion: Byron/Rosi to approve the Fiscal Year 2016/2017 Calendar

Roll Call Vote: Witkop yes, Byron yes, Weatherholt yes, Hoffman yes, Rosi yes, and Correia yes.

**Passed Unan**

**8. Citizen Comments** – Nancy Heller asked about getting handouts, is the City Fire Department union, have the Supervisor give an update on the safe boat.

Anne Griffiths asked about correspondence, and when is the FB/TB committee going to meet.

Brad Lyman will email the Green Lake resolution to Hoffman.

**9. Board Comments** – Byron will contact Wendling regarding recusing on “The 81”. Reference the Conservancy letter, wondered if the township could look into a tracking system for items discussed. Rosi asked about copies of the deeds for the Old Mission School, and said the township does not have an Activity Center. Witkop asked about video taking meetings and was glad that packets for the TB meeting are on line. Hoffman asked about future Monday meetings it was suggested that we spend time with the FB/TB committee. Hoffman I keep track of the percent of the increases for employees and elected officials. For the last 16 years the percent for employees is 2.65 and elected officials is 1.77. Hoffman is going to adding the Kahn land division to the next agenda and ask for an update from our attorney’s office. Correia said he that he has hired another attorney and surveyor regarding his land division.

**MOTION: Witkop/Weatherholt** to adjourn at 11:55 a.m.

Respectfully submitted by  
Monica A. Hoffman CMC  
Peninsula Township Clerk