

PENINSULA TOWNSHIP

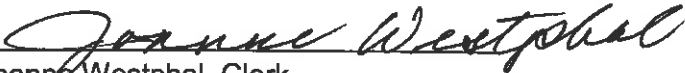
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**Peninsula Township Board
Special Town Board Meeting
May 9, 2018, 7:30 am
Peninsula Town Hall Conference Room
Agenda**

- 1. Call to Order**
- 2. Pledge**
- 3. Roll Call**
- 4. Approve Agenda**
- 5. Conflict of Interest**
- 6. Business**
 - A. Discuss Contractual Agreement Possibilities with Networks North Planning Group
 - B. Discuss Current Purchase of Development Process in Property Selection and Valuation
 - C. Approve Public Notice Language for the Escrow Ordinance
 - D. Approve Staff Merit Raises and Market Salary Adjustments
- 7. Citizen Comments**
- 8. Board Comments**
- 9. Adjournment**


Joanne Westphal, Clerk
Peninsula Township

Posted: May 7, 2018, 7:50 pm

BUSINESS ITEMS

BUSINESS ITEM #1

Networks North Contractual Possibilities in Planning

NETWORKS NORTHWEST COMMUNITY DEVELOPMENT GROUP

John Sych and Kathy Egan presented the broad spectrum of planning services provided by this group across Northwest Michigan. The group serves a host of Townships and small communities with data gathering, plan development, zoning administration and transportation planning. This presentation took place at the May 2 Special Meeting of the Town Board.

Following the meeting, officers on the Town Board (Manigold, Westphal, Bickle) talked to Sarah Lucas by phone on May 3, to specifically address the issues surrounding the hiring of a new planning director and assistant to the planner and zoning administrator. She indicated that the Networks Group would be able to conduct a needs assessment of the Planning Department in terms of personnel and work flow. She also was receptive to having the Networks Group address some of the more conflicting problems in the Township like short-term rentals. The phone conversation ended with Ms. Lucas committing to working with the Township on some of its most nettlesome planning problems.

- The officers committed \$1000.00 to fund the needs assessment of the Planning Department, including a review of candidates for the advertised positions in planning.

- The officers requested a Request for Proposal (RFP) to address the issues surrounding short term rental, airB&B, and traditional B&B's, and to offer a suggested avenue in planning that would resolve the issues.

- Potential future RFPs for Township Planning purposes, dealing with a variety of issues (e.g., transportation, pedestrian/cycling corridor, etc), was briefly discussed.

BUSINESS ITEM #2

Purchase of Development (PDR) Process Overview

PDR Process

Property owners apply to sell development rights

PDR Committee ranks properties per PDR Ordinance

If property is in a scenic view as shown in the Township Master Plan Scenic View Map, the Planning Commission makes a site visit to determine if additional building restrictions should be added to the conservation easements to preserve the scenic view.

The Weatherholt Parcel is next in rank order for purchase.

The PDR Selection Committee has taken the following actions after discussing the appraisal and standard conservation easement with the applicant:

1. Ordered an appraisal to determine the value of the Conservation Easement.
2. Reviewed the appraisal with the appraiser.
3. Notified the applicant of the appraisal value.
4. Determined that there were sufficient funds in the PDR account to cover the costs of the conservation easement, title insurance, attorney fees and closing costs
5. Authorized the Committee Chairperson to sign the offer for the full appraisal amount and send the offer to the applicant and requested a signature on the offer.
6. After receiving the signed agreement, the conservation easement was drafted and reviewed by the Township Attorney.
7. Title commitment policy was ordered.
8. Baseline documentation and certified survey is ordered.
9. Title Commitment Exceptions were reviewed by attorney for items needing to be resolved and a Mortgage needed to be discharged.
10. Once the Title is cleared, the Township Board is requested to authorize the purchase and authorize the Clerk and Supervisor to sign the documents.
11. The Township Attorney reviews the documents and a closing statement is prepared.
12. The Township Treasurer is presented with the closing documents and request for checks to the owner for the easement value less the transfer tax, Title Policy, Recording fees and Transfer tax.
13. The Township Attorney or closing agent conducts the closing and documents are signed by the Owner, Clerk and Supervisor.

Gordon Hayward.

BUSINESS ITEM #3

Public Notice Language for the Escrow Ordinance

Section 4.3 Escrow

If the Director of Planning or Zoning Administrator, or any Township Commission or Board determines that the fees will not cover the costs of the application review, then the applicant will deposit with the Township Treasurer additional fees in an escrow account. The additional fees will be an amount equal to the costs as estimated by the Director of Planning or the Zoning Administrator. The additional fees may include the review of the application, Zoning Board of Appeals review, services provided by qualified professional planners, engineers, attorneys, other professionals, or other Township costs related to the project.

The additional fees will be held in escrow in the applicant's name and will be used solely to pay these additional costs. If the amount held in escrow becomes less than twenty (20%) of the initial escrow deposit and review of the application or decision on the appeal is not completed, then the Director of Planning or Zoning Administrator may require the applicant to deposit additional fees into escrow in an amount equal to the costs as estimated to complete the review or decide the appeal.

Failure of the applicant to make any required escrow deposit under this Ordinance shall be deemed to make the application incomplete or the appeal procedurally defective, thereby justifying the denial of the application or the dismissal of the appeal.

Any development or construction on a property with an existing escrow for services directly related to the oversight of the project that allows an escrow to become deficient in monies may be issued a Cease and Desist order until the escrow is replenished to an amount which is satisfactory to cover the cost associated with the expenditures paid by the Township Treasurer.

Any cost incurred by the Township in addition to the amount held in escrow will be billed to the applicant and shall be paid by the applicant prior to the issuance of any permit or the release of a final decision on an appeal.

Any unexpended funds held in escrow will be returned to the applicant following final action on the application or the final decision on the appeal.

Business Item# 4

Staff Merit Raises and Market Salary Adjustments

2017-18 survey

	Aacme	Blair	East Bay 2018	Garfield	Green Lake	Long Lake	Peninsula	G.T. County	City of Traversa City
SEV	402,987,000	323,377,950	594,880,951	1,021,882,800	276,595,323	599,824,500	702,000,000	6,077,177,576	1,233,858,975
Population	4,400	8,209	10864 (2010 Census)	16,965	5,953	8,892	5,433	92,000	14,674
Registered Voters	3,851	6,182	9371 as of 11/14/16	14,057	4,989	7,531	5,043	73,057	
Assessor	41,616 contract	50,774	contract - 170K yr and costs	87,057	80,521	85,033	85,536	85,543	83,445
Assessor add'l	5,000			48,586	no	field assist-per parcel	2,500	unknown	
Asst to Asst				17,86/hour	8,895	15,50 hly	2,500	unknown	
Appraiser		22,300.00		48,566				n/a	
Planner		0	65,583	67,638	18,000	64,000	58,542	77,085	98,015
PS/staff		0	0	24,83/hr	no	no	no	unknown	
Z/A	80,006	48,000	47,285	55,555	42,818	30,700	42,000*	n/a	72,383
Z/A Asst Staff		no	0	17,43 hr	no	22,17 hly ord enf 2 days		n/a	
Office Mgr/Recp	14,38 hly	no	37,255	16,42 hr	15,12 hly	25,792	37,460*	unknown	
Bigas/Gcs/Maint/Parts	P/T \$15.00	F/T 15,00 hly	38,075	part time \$14.50/hr	15,97 hly	38,812	contracted	unknown	
Clerk	40,008	52,401	55,175	71,178	44,028	55,620	48,935	67,43*	83,445
Dep Clerk	17,00 hly	F/T 15,15 hly	41,371	40,400	15,12 hly	28,289	45,598	40,353-57,730	64,766
TYP Acct/Finance Director	0.00		0	90,00 hr plus mileage	80/hr	no	no	100,000 finance director	
Treasurer	25,159	50,598	55,175	71,178	44,028	55,620	46,935	115,000 city Manager	
Dep Treasurer	28,159 salary	F/T 14,70 hly	47,377	40,400	15,12 hly	17/hr - as needed	45,598	80,364	103,290 also Finance Director
Asst Treas	none	no	no	17,66/hr 20 hrs	no	no	no	40,353-50,434	
Supervisor	40,000	53,630	58,786	71,178	44,028	57,874	46,935	unknown	
Mayor/Manager									
Trustees/Commissioners	6000 Annual	5300,00 Annual	6330,39 annual	10,000 Annual	7180,13 Annual	7000 Superv assist	5,391 10 Annual	114,000-137,000	7,526 Mayor/021 Pro Tem Annual
TB Meetings per month	1	1 scheduled		2	1 scheduled	984,00 Annual	2 scheduled	1,00 annual	5,418 annual
# of hours	42	42	42 (open through lunch)	40	38	office open 38 hrs.	37.5	2 reg/2 study	4 scheduled
opened during Lunch	yes	yes	yes	yes	yes	yes	yes	yes	40+
Information provided data	5/28/2017	7/5/2017	12/31/2017	3/30/2016	7/5/2017	7/5/2017	5/5/2018	6/26/2017	7/5/2017
Fiscal Year	FY 7/1-6/30	FY 7/1-6/30	FY 1/1-12/31	FY 1/1-12/31	FY 7/1-6/30	FY 7/1-6/30	FY 2017-18	FY 18/17	FY 17/18

*market adjustment recommended
 zoning administrator \$53,000
 office manager \$41,000