

PENINSULA TOWNSHIP  
13235 Center Road, Traverse City MI 49686  
Ph: 231.223.7322 Fax: 231.223.7117

[www.peninsulatownship.com](http://www.peninsulatownship.com)

**Regular Town Board Meeting**

**August 28, 2018, 7:00 pm**

**Peninsula Town Hall**

**Amended Agenda**

1. **Call to Order**
2. **Pledge**
3. **Roll Call**
4. **Citizen Comments** for items not on the agenda
5. **Approve Agenda**
6. **Conflict of Interest**
7. **Consent Agenda**

*Any member of the Board, staff, or the public may ask that any item on the Consent Agenda be removed and placed elsewhere on the agenda for full discussion.*

  - a. Meeting Minutes Approval—August 14, 2018 Regular TB meeting 7pm
  - b. Reports and announcements (as provided in packet)
    1. Officers
      - a. Clerk--Preliminary Draft Proposal for the Personnel Policy Handbook is on the Township website\*
    2. Staff
      - a. Enforcement Code Officer: July Report (Sanger)
      - b. Fire Chief-Open House Announcement (Gilstorff)
      - c. Assessor-State Audit Recognition of Excellence Letter
  - c. Correspondence
  - d. List of Invoices (recommend approval); additional invoice for Business Item #8a in packet addition
8. **Business**
  - a. **Approve purchase of new computer equipment for the Planner and Zoning Administrator**
  - b. **Approve Fire Department Application and Plan for ALS upgrade (Gilstorff)**
  - c. **Approve Resolution pertaining to a new Sanitary Septic System for Lots 1-5 of Mari Vineyard Residences and Surrounding Properties**
  - d. **Approve use of Cable Funds for required match to the TC Track Grant (Manigold)**
  - e. **Update on McKenna Contract (Mielnik)**
  - f. **Approve contract for the annual monitoring of PDR properties (Manigold)**
  - g. **Set next study date to review the Personnel Policy Handbook**
  - h. **Update lawsuits, Bowers Harbor Vineyards, Personnel Issues (closed session)**
9. **Citizen Comments**
10. **Board Comments**
11. **Adjournment**

\*[http://www.peninsulatownship.com/uploads/1/0/4/3/10438394/preliminary\\_draft\\_personnel\\_policy\\_handbook\\_\\_8-22-2018.pdf](http://www.peninsulatownship.com/uploads/1/0/4/3/10438394/preliminary_draft_personnel_policy_handbook__8-22-2018.pdf)

Peninsula Township has several portable hearing devices available for audience members. If you would like to use one, please ask the Clerk.

## PACKET ADDITIONS

GEM

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 8/29/2018 12:**

**VENDOR INFORMATION**

**CRAIN SYSTEMS GROUP LLC**

**INVOICE INFORMATION**

**Amount of Invoice Paid: \$5,522.28  
PLANNING & ZONING NEW WORK STATION**

*Distribution:*

101-901-970.400	PLANNING	2,661.14
101-901-970.420	ZONING	2,861.14

**Total Amount Disbursed: \$5,522.28**

## 8a. Approval for Computer Equipment

**Crain**  
systems group.llc  
PO BOX 5257  
Traverse City, MI. 49696

# Invoice

Due Date	Date	Invoice #
8/23/2018	8/23/2018	8771

**Bill To**

Peninsula Township  
13235 Center Rd.  
Traverse City, MI 49686

Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

New e-mail address? Enter here: \_\_\_\_\_

**Balance Due** **\$5,522.28**

**Crain Systems Group, Inc.**

PO BOX 5257  
Traverse City, MI 49696

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT.

Item	Description	P.O. No.	Terms	Project	Rep
			Immediate		MC
			Qty	Rate	Amount
9999999	i7 Workstation PC - Randy - Planning price reflects trade in of old PC	101-901-970-400	1	2,067.20	2,067.20
9999999	i7 Workstation PC - Christina - Zoning she is keeping old PC as per discussion	101-901-970-420	1	2,267.20	2,267.20
9999999	27" 4k Monitor (for both depts)		2	567.44	1,134.88
Shipping	Shipping (on monitors only)		2	12.00	24.00
9999999	4k Displayport Video Cable		2	14.50	29.00

*Capital Outlay  
Zoning / Planning*

*101-901-970-400 = 593.94 + 2067.20 = 2661.14*

*101-901-970-420 = 593.94 + 2267.20 = 2861.14*

There will be a \$15 charge for all returned checks. 10% interest will be assessed on all unpaid balances after 90 days. For billing inquiries: 231-947-0117.

<b>Total</b>	\$5,522.28
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$5,522.28

## Treasurer

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**Subject:** FW: Workstations and laptop

**From:** Matthew Crain :: CSG [mailto:matt@crainsystemsgroup.com]  
**Sent:** Thursday, August 16, 2018 12:55 PM  
**To:** 'Treasurer' <treasurer@peninsulatownship.com>  
**Subject:** RE: Workstations and laptop

Yes it is. I paid a bit extra to hold them longer. If I get an invoice to you early next week would it be possible to get a check then? I'm doing this at cost but get points for the sale.. so I need to fill up that cash flow hole 😊

Thanks Mr. Bickle.

Matt

**Matthew Crain**  
CNE, ASE, AIS, PSE



Traverse City Michigan

Phone: (231) 947.0117 x 101  
Fax: (231) 947.0140  
Cell: 231) 631-MATT (6288)

website | email

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**From:** Treasurer <treasurer@peninsulatownship.com>  
**Sent:** Thursday, August 16, 2018 12:26 PM  
**To:** 'Matthew Crain :: CSG' <matt@crainsystemsgroup.com>  
**Subject:** RE: Workstations and laptop

Does the special pricing still in place as detailed below?

Christina and Randy confirmed this is what they need to be most efficient at that job. I discussed with our Supervisor - Ok to proceed – sorry for the delay.

All the best,

**Brad Bickle**  
Peninsula Township Treasurer  
13235 Center Road  
Traverse City, Mi 49686  
Office (231) 223 – 4484

## 8d. Cable Fund Match with TC Track Club

Transfer \$25,000.00 from the Cable Fund to match the TC Track Club grant of \$25,000.00 for Bowers Harbor Agreement dated July 17, 2018.



# PDR Monitoring Contract


**CONTRACT FOR PDR (PURCHASE OF DEVELOPMENT RIGHTS) MONITORING-2018**

This contractual agreement is made and takes effect on September 11, 2018 between Peninsula Township, hereafter called "Township" and Sally Akerley and Christina Deeren hereafter called "contractors", for the purpose of monitoring the PDR conservation easements of the township.

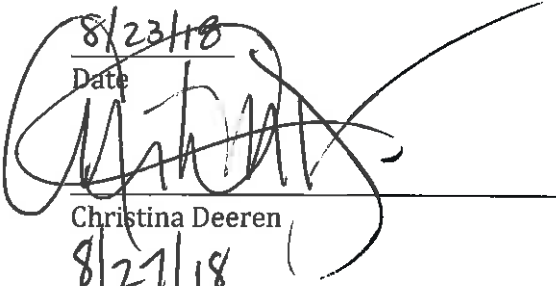
Monitoring shall start by October 1, 2018 and all PDR parcels shall be monitored and paperwork completed prior to 12/31/18. There are 15 easements where *Farm and Ranch Lands Protection Program* funds were used for the PDR. These parcels must be completed and the associated paperwork submitted to the appropriate government office prior to 11/1/18.

The township shall compensate contractors a total sum of \$ 5,000, to be distributed evenly among contractors at the completion of monitoring. This shall include all field and in-office work. Contractors shall have use of the township office, copy machine, paper, phones, stamps and computer while completing the task. Care will be taken to conduct work outside of normal township hours.

Three progress reports containing the monitoring reports will be expected on the following dates: The first progress report will be due on **October 10, 2018** for the October 23, 2018 Town Board meeting. The second progress report will be due on **November 8, 2018** for the November 27, 2018 Town Board meeting. The final report is due **December 12, 2018** for the December 19, 2018 Town board meeting. Unsatisfactory completion of the monitoring reports as part of the progress reports in any phase of the field work could result in termination of the contract.

  
\_\_\_\_\_  
Sally Akerley

8/23/18  
Date

  
\_\_\_\_\_  
Christina Deeren

8/27/18  
Date

\_\_\_\_\_  
Robert K. Manigold, Township Supervisor

\_\_\_\_\_  
Date