

PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

Ph: 231.223.7322 Fax: 231.223.7117

www.peninsulatownship.com

Town Board Meeting

January 9, 2018, 7:00 pm

Township Hall

Agenda

1. **Call to Order**
2. **Pledge**
3. **Roll Call**
4. **Brief 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.

1. Meeting Minutes Approval—December 12, 2017 Special TB meeting 6:00 pm; December 12, 2017 Regular TB meeting 7pm; December 19, 2017 Regular TB meeting 7pm
2. Reports and announcements (as provided in packet)
 - A. Officers
 1. Treasurer's Report
 - B. Staff
 1. Announcement--Brian Abbing, Peninsula Deputy, Theft Identity program
 2. Dave Sanger, Code Enforcement Officer, December 2017 report
3. Correspondence
4. Edit list of Invoices (recommend approval)
5. Approve maintenance agreement with Howard Byrne for video/audio systems
6. Approve list of Fire Department surplus/obsolete items for sale/disposal by Fire Chief
8. **Business**
 1. Consider Approval of hiring one fulltime fire-fighter-Grant Blackmer-and three volunteers as recommended by Fire Chief Fred Gilstorff
 2. Consider Approval for G. Meihn contract as a flat annual fee for Township general legal services
 3. Consider Approval Vineyard Ridge Sewer and Water Plan Documents—SUP#127
 4. Consider Approval of escrow amount for construction Administration, Inspection, and Materials Testing by Gordie Frasier for Vineyard Ridge SUP#127
9. **Citizen Comments**
10. **Board Comments**
11. **Adjournment**

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

Town Board Special Meeting
December 12, 2017, 6pm
St. Joseph's Catholic Church
Minutes

1. **Call to Order** by Manigold
2. **Pledge**
3. **Roll Call** Present: Manigold, Westphal, Bickle, Achorn, Wunsch, Sanders. Also present: Greg Meihen, Township Attorney.; Gordon Hayward, Assistant to the Planning and Zoning Director; Brian VanDenBrand, Planning and Zoning Director, Joe Buetler of ASTI, Dr. Harless, and Jennifer Hodges of GFA
4. **Brief Citizen Comments-for items not on the agenda** None
5. **Approve Amended Agenda**
Motion to approve the agenda as presented by Wunsch, with a second by Westphal.
Passed Unam
6. **Conflict of Interest** None
7. **Business**
 - a. **Closed session pursuant to MCL 15.268(h) to consider and discuss written attorney- client privileged communication and legal opinion, which is exempt from disclosure under MCL 15.243(g), relating to scope of issues for consideration on The 81 Development, LLC special land use application (SUP#123) following the remand order in Circuit Court Case No. 2015-31218-AA**

Motion to go into closed session by Wunsch, with a second by Sanders. Roll call vote.
Passed Unam

(Closed Session)
8. **Citizen Comments** None.
9. **Board Comments** None.
10. **Adjournment** Motion to adjourn by Wunsch; seconded by Wahl. **Passed Unam**
Meeting adjourned: 6:47 pm

**Town Board Meeting
December 19, 2017,
7:00pm
Regular Meeting
Minutes**

1. **Call to Order** by Manigold at 7 p.m.

2. **Pledge**

3. **Roll Call Present:** Manigold, Westphal, Bickle, Achorn, Wunsch, Wahl
Absent: Saunders. Also present: Jennifer Hodges of GFA

4. **Brief Citizen Comments-for items not on the agenda** None

5. **Approve Agenda**

Motion to approve the agenda by **Wunsch**; second by **Wahl**.

Passed Unam

6. **Conflict of Interest** None

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.

1. Meeting Minutes Approval—November 28, 2017 TB meeting 7:00 pm
2. Reports and announcements (as provided in packet)

A. Officers

1. Park Commission Budget*

B. Staff

1. David Sanger, Code Enforcement Officer Report for the month of November, 2017
2. Brian Abbing, Peninsula Deputy, report
3. Correspondence
4. Edit list of Invoices (recommend approval)
5. Accept Sally Akerley and Christina Deeren, PDR In-field Monitoring 3rd and final Progress Reports

* Bickle stated that item no. 2 A. (Treasurer's Report) is not the normal monthly report from his office rather it was the Park Commission Budget and not a report from the Treasurer.

Motion to approve the Consent Agenda as amended by **Wunsch**; second by **Bickle**.

Passed Unam

8. **Business**

A. **Approve Vineyard Ridge Sewer and Water Plan Documents.**

Manigold; First order of business is the Vineyard Ridge Sewer and Water. Jennifer Hodges of GFA submitted a letter to the Board. Jennifer has reviewed the documents and is doing a comprehensive look at the Vineyard Ridge project. She is specifically looking for compliance content. Currently, she is missing some information from the developer so Jennifer's recommendation at this time is to table this approval tonight until she receives the missing information from the contractor (Mansfield).

Jennifer: Going through the SUP process the contractor has to obtain approval from the Fire Department and Board of Public Works. I have conducted an additional review of the plans to make sure it was compliant with the operations of the water and sewer. The review was submitted to John Davoso, Director of the Board of Public Works. He also reviewed Jennifer's comments. Those were submitted to Mansfield and the applicant on September 20, 2017. From this date, permits were pulled. The applicant pulled the water and sewer which was consistent with the SUP. We have not received a response to the 2nd review letter or to the

outlined items and comments with respect to operating pressures. There is minimal building code and State requirements for water pressures so clarification is needed from the applicant that it will be retained on file. There is also some extensive deep piping that requires a thicker wall sewer pipe. This needs to be further clarified by the applicant. Confirmation of that the Township's engineer for the full time inspection on the site needs to be approved by the applicant. Mansfield, the contractor, responded to the letter of September 20, 2017, on December 5, 2017; as of this date, Jennifer has had the opportunity to go through the applicants responses. Some of the responses are still not to Jennifer's satisfaction. They said they would address some of the issues at the time of construction, and Jennifer would like to see these issues outlined on the plans. Acting as the inspector, she does not want to direct the contractor; her duties are to observe and report their compliance with the approved plans. A clean set of plans should be provided that outlines all the comments of which both the applicant or Township has agreed. The plans once completed, will be brought back before the Township Board for review and approval, if the Board so chooses. Until those plans are submitted, Jennifer is unable to make the recommendation for approval.

Achorn; Were we going to address the issue of having a second escrow?

Bickle; Have they given you an indication on the escrow?

Manigold; Mr. Black came in to the Township Office with the \$9,200.00 check. Unsure if Brian VanDenBrand has asked for the other one. The bond amount?

Jennifer; Correct, the bond amount.

Manigold; Mr. Black said that whatever it takes he will come back in and pay the remainder of the bond.

Achorn; I was not talking about the bond but rather the second escrow. The \$24,950.00 for the GFA fulltime inspection of water and sewer. I was under the impression that it should be delivered to the Township now, so that it will be available to hire Jennifer for the needed work.

Manigold; I do not believe that Brian has submitted that.

Bickle; Brian VanDenBrand?

Manigold; Yes.

Jennifer; The normal process is that there is an escrow letter, and then a contract. The contract we brought to the Township Board for approval would set up the escrow through the Planner's Office.

Bickle; This is in house.

Achorn; I do not think that we have approved the contract for \$24,950.00; the only one we have approved is the \$9200.00 one.

Westphal; Jennifer, we have seen massive earth moving occurring on the site. Gordon went out and cordoned off the trees that will be saved. I had inquired at the Township if they had a soil erosion permit from the County to begin moving earth. I was told by the Zoning Administrator that she had not seen a permit. I am wondering if we are going backwards in the process with the developer in terms of what is expected with permits. They have done this at a time of the year that is least likely to stabilize a ground cover.

Jennifer; They do have a soil erosion control permit; the application was submitted on August 16, 2017. My personal opinion is that they have been afforded some liberties to go ahead and do work outside of what they are allowed to do. I cannot say for certain, but they were permitted as soil erosion permit for Phase I of the development only. Whether the scope of the work exceeds that permit is yet to be determined, and thus far, I have seen no indication of a storm water permit that has been issued by the State. I personally feel that they need to obtain one; this is one of the items that is outstanding on my review and addressed in my letter regarding the utilities. They are supposed to be in possession of the required permits and right

now I do not see this as being the case. The permits maybe outstanding and not yet provided to them, but they really should have these permits.

Westphal; How do other units move forward without clear permitting? Do they fine or penalize them in some way, or is this just how the construction process goes?

Jennifer; It depends on the severity of the situation. A notice can be issued to them, and the Township does have the ability to fine them if they are not in compliance, which is double the permit fee.

Manigold; The whole intent is why we have hired you to conduct inspections and make certain that they are compliant.

Some further discussion between Board members as to the process and fees associated with violations took place.

Jennifer and Brian will create a check list of items to keep things organized and itemized to further avoid people doing site work without the correct permits and inspections.

Bickle; The Township Board needs to educate themselves on these processes so that everyone knows what is occurring each step of the way. So that the broken conditions of the recent past are either few or none. We have people with a lot of strengths and knowledge.

Wahl; We need to establish standards now so that people will remain in compliance.

Westphal; Is it reasonable to set timeframes or windows as to when the developer can move earth so that a sufficient ground covering can be established, whether it is rye or sheeting in order to prevent erosion? Is it reasonable to have that built into the check list?

Jennifer; The ordinance already has this stipulated in it along with the soil erosion plan; it just depends on who is monitoring it and/or enforcing these issues. It is also part of the soil erosion permit plans that are submitted to Gwen from the County's Soil Erosion office outlining the time frame of doing specific work details, and these are subject to her approvals. The process takes a while and sometimes people forget to check them off the list. These are standard practices for the Township.

Achorn; Should there be cover on the grading right now.

Jennifer; Yes, they should have done some winter seeding with a mulch blanket which stabilizes it. I know that there are statements in the soil erosion permit stating this as well. The county is also the enforcing agent. It is their job to levy fines. If they continue to be neglectful then you also have the authority to be the enforcing agent and issue violations. Those are identified by your ordinance 25 & 33. This is where the bond would come into play since you have access to the bond amount as well. I have determined what an amount would be for the bond. This amount gives the Township access to funds if a need exists to stabilize the site and comply with the permit. This information was forwarded to Brian and Rob.

Manigold; I believe the only violation is if soil leaves the site. They can come in the spring and regrade it where they want it, but for a violation to occur, it has to go on someone else's property.

Jennifer; Correct, it has to impact someone else's property.

Manigold; The ones that we deal with are the ones that it erodes and goes down someone else's property. In the case where you have created a problem for someone else, that is when we or the county fines the contractor. We may have to beef up our ordinances.

Westphal; If someone receives a SUP permit and does not act within one year, is it rescinded automatically?

Gordon; No, not automatically. The Township Board is the only authority that can rescind it or take any other action that is appropriate. The permits are good for one year unless they come back to the Township and ask for an extension within that period of time.

Bickle; So if a SUP is issued and they take no action within that year, then it becomes null and void. However if they are delayed, it still stays active until all challenges have been cleared.

Gordon; We have a check list in the department that every time a document comes in that is on the check list, we check it off and put it in the file. Once the planning department has all of that documentation, then the Supervisor signs the check list and the planning department may issue permits. The Township Board approved the project with conditions, and one of the conditions is that they require permits from all of these other agencies.

Westphal; What happens if we find ourselves in a similar situation as the 81 where two of the standards have not been met. They have a set amount of time with their earth moving activity.

Gordon; The 81 is obviously an anomaly because the Township actually approved the project. This is under the control of the courts so it has a little different process.

Westphal; If they ran out on their two year permit timeframe for the County soil erosion permit and the Township's storm water permit, then the permits could be renewed?

Gordon; The soil erosion permit that was originally issued for the 81 has been revised and updated several times over the course of the past four years. They do have a current permit for soil erosion from the County. The county could extend it again which would have run out in 2018.

Wunsch; Point of Order, we are getting off track from the items that are specifically on the agenda.

Manigold; Entertain a motion to table the information from Jennifer.

Motion by Wahl to table business item # 1 to approve Vineyard Ridge Documents based on the advice of the Engineer; second by Bickle. **Passed Unam**

9. **Citizen Comments:** None

10. **Board Comments:** **Manigold;** In regard to the 81 project, once the total package is done from the court then you have the one year clock ticking. All they have to do is construct the road, and they have done something. If they just left it vacant and walked away from the site, then you could enforce it. This is a good question for Greg Meihn. In terms of Township project completion, the bond on the Pelizzari park site ends this year. We have been requested by three people in important viewsheds--Dan Fouch, Brad Thompson and Bev Carroll—about purchase of their farmland through a conservation easement. The Conservancy is working with them. The township is looking to go out for a vote on an extension of the current Purchase of Development Rights (PDR) mileage. If we do not look into this, we may lose some more of our scenic views.

Bickle; We would have to have this on the ballot for the November election. Treasurer also informed the Board of the schedule for tax payments—must be post marked the 31st of December. The Treasurer's office will be open on Friday the 29th to take payments.

11. **Adjournment** Motion to adjourn by **Bickle;** seconded by **Wunsch.**
Meeting closed: 7:35 p.m.

Passed Unam

CASH SUMMARY BY FUND FOR PENINSULA TOWNSHIP
 FROM 04/01/2017 TO 11/30/2017
 Treasurer's Report

| Fund | Description | Balance |
|-------------------|--------------------------------|--------------|
| 101 | GENERAL FUND | 36,889.14 |
| 206 | Fire Fund | 312,852.60 |
| 207 | Police Fund | 87,020.95 |
| 208 | PARKS/HASEROT/BHP/ARCHIE | 130,475.26 |
| 211 | Bata/Sr. Center | 24,074.55 |
| 212 | Pelizzari Natural Area | 268,287.33 |
| 213 | HESSLER LOG HOME | 1,358.60 |
| 215 | DOUGHERTY HOUSE | 7,529.55 |
| 245 | Roads | 1,855.92 |
| 248 | Building Fund | 2,599.60 |
| 297 | Purchase of Development Rights | 997,392.85 |
| 298 | Cable Council Fund | 651,784.69 |
| 502 | Tower Fund | 649,081.10 |
| 508 | Lighthouse Fund | 51.58 |
| 509 | LIGHTHOUSE GIFT SHOP | 143,771.20 |
| 590 | Sewer Fund | 435,550.53 |
| 591 | Water Fund | 259,865.49 |
| 596 | Compactor Station | (7,009.94) |
| 701 | Trust and Agency | 63,258.97 |
| 703 | Tax Collection | 118,486.33 |
| 708 | Library Trust and Agency Fund | 203,936.00 |
| TOTAL - ALL FUNDS | | 4,389,112.30 |

PENINSULA TOWNSHIP

13235 Center Road, Traverse City, MI 49686

Ph: 231.223.7322 Fax: 231.223.7117

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To: Brian VanDenBrand
cc: Township Board

From: Dave Sanger, Code Enforcement Officer 

Subject: Code Officer Report for December 2017

Date: January 4, 2018

The Code Officer handled a smaller number of Incidents and citizen Complaints declined in December, primarily reflecting a seasonal decline in outside activity. Incidents in December totaled 6, down substantially from the summer months.

These Incidents included:

- 4 - Sign Violations (signs in the Road Right-of-Way)
- 1 - Night Sky Violation
- 1 - Short Term Rental (reported and under investigation)

Hours worked for December totaled 15; miles driven totaled 44.

Enforcement activity during the winter months has shifted to trying to resolve the more complex and time-consuming Incidents. Presently, we are working on:

Two properties with neighbor-Complaints of blight (outside storage, unlicensed vehicles, non-permitted structures and business activity in a residence)

Closing a backlog of 26 Incidents at year end. These unclosed Incidents include short term rentals, newly-constructed non-compliant structures on beach front properties and signs in the ROW affecting the safety of motorists.

An Annual Report (covering activities from April thru December) is being prepared. In brief summary, the Code Officer handled 259 Incidents, with 233 Incidents being resolved and closed. This includes 171 occurrences of advertising signs in the road ROW, 28 vehicles and other items for sale in the ROW, 8 cases of construction activity without a Land Use Permit, and 9 short-term rentals (with court action closing 2 rentals).

| Zoning Violations Reported/Observed | Monthly | | | | | | | | | | | | Year-To-Date Total | |
|---|---------|-----|------|------|-----|-----|-----|-----|-----|-------|-----|----|-----------------------|-----|
| | April | May | June | July | Aug | Sep | Oct | Nov | Dec | Total | | | | |
| | 19 | 17 | 26 | 18 | 30 | 28 | 25 | 5 | 4 | 4 | 171 | | | |
| Signs (real estate, constr., garage sale) | 3 | 2 | 1 | 3 | 3 | 9 | 0 | 1 | 0 | 1 | 0 | 5 | 4 | 171 |
| For Sale in Road ROW (cars, materials) | 1 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 28 |
| Outside storage (cars, boats, materials) | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 5 |
| Night Sky (lighting) | 1 | 0 | 1 | 1 | 3 | 2 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 4 |
| Set back violation/building | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| Storage shed on beach | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Beach - Clear Cutting | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| SUP Violation | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Short-term rental | 0 | 0 | 2 | 1 | 2 | 1 | 0 | 2 | 1 | 2 | 1 | 2 | 1 | 9 |
| Construction w/o Land Use Permit | 0 | 0 | 0 | 1 | 1 | 2 | 3 | 1 | 0 | 1 | 0 | 3 | 1 | 6 |
| Home Business w/o Permit | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 0 | 4 |
| Fireworks | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Blocked Sight Distance in ROW | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| Dangerous Building | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 2 |
| Temporary Structure used a dwelling | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Shared beach property - boat hoists | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Stormwater Ordinance | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Total Violations | 26 | 22 | 31 | 25 | 53 | 44 | 33 | 13 | 6 | 259 | 233 | 16 | includes 5 ST rentals | |
| Closed as of Month End | | | | | | | | | | | | | | |
| Open/under investigation | | | | | | | | | | | | | | |

Citations issued Short-term Rental (house) 3

Source of Notice of Violation
Citizen Complaint 8 6 1 3 0 1
Code Officer Observation 21 45 43 30 13 12

Officer's Hours Worked 12 153 34 37.1 56 42.2 31.5 22 14.6 264.6
Officer's Miles Driven 61 132 159 186 303 219 206 95 44 1413

Peninsula Township
Code Enforcement Officer

Activity Log
December-17

| Date | Day | Field Activity | | | Miles | Office Time (mins) | Total Time (mins) | Incident Numbers | Expenses |
|------|-----|----------------|----------|--------------|-------|--------------------|--------------------|------------------|----------|
| | | Start Time | End Time | Total (mins) | | | | | |
| 1 | F | | | | | | | | |
| 2 | S | | | | | | | | |
| 3 | S | | | | | | | | |
| 4 | W | | | | | | | | |
| 5 | T | | | | | | | | |
| 6 | W | | | | | | | | |
| 7 | TH | | | | 120 | 120 | 120 reports | | |
| 8 | F | | | | | | | | |
| 9 | S | | | | | | | | |
| 10 | S | | | | | | | | |
| 11 | M | 1330 | 1430 | 60 | 7 | 60 | 30 17-239 followup | | |
| 12 | T | | | | | | | | |
| 13 | W | 945 | 1200 | 135 | 5 | 135 | | | |
| 14 | TH | | | | | | | | |
| 15 | DF | | | | | | | | |
| 16 | S | | | | | | | | |
| 17 | S | | | | | | | | |
| 18 | M | | | | | | | | |
| 19 | T | | | | | | | | |
| 20 | W | | | | | | | | |
| 21 | TH | | | | | | | | |
| 22 | F | | | | | | | | |
| 23 | S | | | | | | | | |
| 24 | S | | | | | | | | |
| 25 | M | | | | | | | | |
| 26 | T | | | | | | | | |
| 27 | W | 900 | 945 | 45 | 8 | 45 | 125 Pierce Letter | | |
| 28 | TH | 950 | 1045 | 95 | 30 | 30 | | | |

| | | | | | |
|------|------|-----|----|-----|------------------------------------|
| 29 F | 1545 | 120 | 24 | 30 | 150 |
| 30 S | | | | | 0 17-248 Letter |
| 31 S | | | | 210 | 210 17-248, 254, 255, 257, reports |

| | | | | | | |
|-------|--|-----|----|--------|-------|---|
| Total | | 455 | 44 | 420 | 675 | 0 |
| | | | | hours: | 14.58 | |

file: Daily Activity Log - December 2017

Submitted by: *[Signature]*

Date: 1/4/18

GEN

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/10/2018 12:

VENDOR INFORMATION

INVOICE INFORMATION

ACENTEK

Amount of Invoice Paid: \$58.85
LIGHTHOUSE SERVICE PHONE

Distribution:

508-000-850.000 COM/TELEPHONE - LIGHTHOUSE 58.85

AFLAC

Amount of Invoice Paid: \$283.53
DEC 2017 SUP INS PAID BY EMPLOYEE

Distribution:

750-000-227.050 Supplemental Insurance 52.02
750-000-227.050 Supplemental Insurance 110.70
750-000-227.050 Supplemental Insurance 48.81
750-000-227.050 Supplemental Insurance 72.00

BAIRD, COTTER & BISHOP, P.C.

Amount of Invoice Paid: \$1,375.00
CLERK'S OFFICE HELP WITH BANK RECONC

Distribution:

101-215-818.CPA CPA Contract Services 1,375.00

BRIAN VANDENBRAND

Amount of Invoice Paid: \$123.05
MILEAGE MAC. ISLAND CONFERENCE

Distribution:

101-400-870.000 Mileage 123.05

CAPITAL ONE COMMERCIAL

Amount of Invoice Paid: \$1,402.24
COMPACTOR, TOWER, LH, LATE FEES

Distribution:

596-000-970.000 Capital Outlay 701.03
502-000-970.000 Capital Outlay 679.27
508-000-930.000 Repairs and Maintenance 14.86
101-215-806.LTF Late Fees 7.08

CHRISTINA DEEREN

Amount of Invoice Paid: \$10.80
OVERNIGHT DISK FROM ZBA HEARING TO

Distribution:

101-430-724.000 POSTAGE - ZBA 10.80

CHRISTINA DEEREN

Amount of Invoice Paid: \$36.59
MILEAGE 11/30/17 - 12/19/17 ZONING

Distribution:

101-420-870.000 Mileage 36.59

**PENINSULA TOWNSHIP
INVOICE REGISTER**

For Invoices Scheduled for Payment on: 1/10/2018 12:

VENDOR INFORMATION

INVOICE INFORMATION

CITI CARDS (COSCO)

**Amount of Invoice Paid: \$80.10
SUPPLIES FOR TWP HALL 11/17/17 - 12/1**

Distribution:

| | | |
|-----------------|-----------|-------|
| 101-173-726.000 | Supplies | 55.10 |
| 101-215-806.LTF | Late Fees | 25.00 |

CITY OF TRAVERSE CITY

**Amount of Invoice Paid: \$223.98
LEGAL SERVICES FOR CHARTER NEGOTIATI**

Distribution:

| | | |
|-----------------|------------|--------|
| 298-000-801.000 | Legal Fees | 223.98 |
|-----------------|------------|--------|

CRAIN SYSTEMS GROUP LLC

**Amount of Invoice Paid: \$150.00
FIX ISSUES WITH DEPUTY CLERK'S COMPU**

Distribution:

| | | |
|-----------------|-----------------------|--------|
| 101-253-818.COM | COMPUTERS - TREASURER | 150.00 |
|-----------------|-----------------------|--------|

GRAND TRAVERSE COUNTY

**Amount of Invoice Paid: \$642.69
2017 TWP TAX MAP UPDATES**

Distribution:

| | | |
|-----------------|-----------------------|--------|
| 101-209-900.000 | Printing & Publishing | 642.69 |
|-----------------|-----------------------|--------|

GRAND TRAVERSE REFRIGERATION

**Amount of Invoice Paid: \$872.00
NEW INDUCER MOTOR FOR TWP OFFICES**

Distribution:

| | | |
|-----------------|-------------------------|--------|
| 101-265-930.000 | Repairs and Maintenance | 872.00 |
|-----------------|-------------------------|--------|

JOANNE WESTPHAL

**Amount of Invoice Paid: \$25.73
MILEAGE REIMBURSEMENT**

Distribution:

| | | |
|-----------------|---------|-------|
| 101-215-870.000 | Mileage | 15.03 |
| 101-215-870.000 | Mileage | 10.70 |

KELLER THOMA

**Amount of Invoice Paid: \$87.50
ATTORNEY - PARK COMMISSION**

Distribution:

| | | |
|-----------------|--------------------|-------|
| 208-751-801.000 | LEGAL FEES - PARKS | 87.50 |
|-----------------|--------------------|-------|

MAMC

**Amount of Invoice Paid: \$600.00
REGISTRATION FOR MAMC INSTITUTE YEA**

Distribution:

| | | |
|-----------------|----------------------|--------|
| 101-215-960.000 | Education & Training | 600.00 |
|-----------------|----------------------|--------|

**PENINSULA TOWNSHIP
INVOICE REGISTER**

For Invoices Scheduled for Payment on: 1/10/2018 12:

VENDOR INFORMATION

INVOICE INFORMATION

MI ASSOC OF MUNICIPAL CLERKS

**Amount of Invoice Paid: \$60.00
MEMBERSHIP DUES 2018**

Distribution:

| | | |
|-----------------|----------------------|-------|
| 101-215-958.000 | Memberships and Dues | 60.00 |
|-----------------|----------------------|-------|

NORTHERN OFFICE EQUIPMENT

**Amount of Invoice Paid: \$835.84
BLACK/COLOR COPIES FOR TWP COPIER**

Distribution:

| | | |
|-----------------|----------------------------------|--------|
| 101-173-818.COP | COPIER & COPIER SUPPLIES - BLACK | 110.78 |
| 101-173-818.COP | COPIER & COPIER SUPPLIES - COLOR | 725.06 |

OLD MISSION PENINSULA HIST. SOCIETY

**Amount of Invoice Paid: \$43.04
25% OF HESSLER CABIN DONATIONS**

Distribution:

| | | |
|-----------------|--------------------------|-------|
| 213-000-706.PHS | OMPHS Share of Donations | 43.04 |
|-----------------|--------------------------|-------|

PENINSULA TWP TREASURER

**Amount of Invoice Paid: \$61.45
PETTY CASH/CASH DRAWER REIMBURSEM**

Distribution:

| | | |
|-----------------|-----------------------------------|-------|
| 101-253-724.000 | POSTAGE - TREASURER | 24.36 |
| 101-253-724.000 | POSTAGE - TREASURER | 2.90 |
| 101-101-801.T81 | LITIGATION PROJECT 81 - TWP BOARD | 34.19 |

ROBERT K MANIGOLD

**Amount of Invoice Paid: \$866.70
MILEAGE 4/5/17 THRU 12/27/17**

Distribution:

| | | |
|-----------------|----------------------|--------|
| 101-171-870.000 | MILEAGE - SUPERVISOR | 866.70 |
|-----------------|----------------------|--------|

ROBERT K MANIGOLD

**Amount of Invoice Paid: \$13.76
TREE STAND**

Distribution:

| | | |
|-----------------|----------|-------|
| 101-173-726.000 | Supplies | 13.76 |
|-----------------|----------|-------|

ROBERT WILKINSON

**Amount of Invoice Paid: \$2,724.00
CONTRACTED PARKS/TWP LAWN CARE & G**

Distribution:

| | | |
|-----------------|-----------------------------------|----------|
| 101-265-818.CEM | Cemetery Contractual | 490.32 |
| 212-000-918.000 | CONTRACTUAL SERVICES- PELIZZARI | 54.48 |
| 508-000-818.000 | CONTRACTUAL SERVICES - LIGHTHOUSE | 381.36 |
| 208-751-818.000 | CONTRACTUAL SERVICES - PARKS | 1,579.92 |
| 101-265-818.000 | CONTRACTUAL SERVICES - GEN/BJ | 217.92 |

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/10/2018 12:

VENDOR INFORMATION

ROBERT WILKINSON

INVOICE INFORMATION

Amount of Invoice Paid: \$26.50
TOWELS FOR TWP BATHROOMS

Distribution:

101-173-726.000

Supplies

26.50

SALLY AKERLEY

Amount of Invoice Paid: \$33.70
MILEAGE REIMBURSEMENT DEMO/NEW CO

Distribution:

101-209-870.000

Mileage

33.70

Total Amount Disbursed: \$10,637.05

FIRE

**PENINSULA TOWNSHIP
INVOICE REGISTER**

For Invoices Scheduled for Payment on: 1/10/2018 12:

| VENDOR INFORMATION | INVOICE INFORMATION |
|--------------------------------|---|
| AT & T | Amount of Invoice Paid: \$118.70 FD PHONE 12/19/17 - 01/18/18 |
| | <i>Distribution:</i> 206-000-850.000 <i>Communications/Telephone</i> 118.70 |
| BOUND TREE MEDICAL | Amount of Invoice Paid: \$158.81 SUPPLIES FOR AMBULANCE |
| | <i>Distribution:</i> 206-000-932.000 <i>Ambulance Supplies</i> 158.81 |
| BOUND TREE MEDICAL | Amount of Invoice Paid: \$137.85 AMBULANCE SUPPLIES |
| | <i>Distribution:</i> 206-000-932.000 <i>Ambulance Supplies</i> 137.85 |
| CITY OF TRAVERSE CITY | Amount of Invoice Paid: \$250.00 INT. AGREEMENT INCIDENT #17-1960 |
| | <i>Distribution:</i> 206-000-818.MAD <i>Mutual Aid</i> 250.00 |
| CRAIN SYSTEMS GROUP LLC | Amount of Invoice Paid: \$325.00 WORK WITH FRED TO FIX VARIOUS COMP. |
| | <i>Distribution:</i> 206-000-818.000 <i>Contractual Services</i> 325.00 |
| DISH NETWORK | Amount of Invoice Paid: \$105.02 FD MONTHLY TV |
| | <i>Distribution:</i> 206-000-850.DSH <i>DISH - FIRE DEPT</i> 105.02 |
| FRONTLINE SERVICES, INC | Amount of Invoice Paid: \$1,009.21 FD WILDFIRE 7 VEHICLE MAINTENANCE |
| | <i>Distribution:</i> 206-000-939.000 <i>VEHICLE MAINT - WILDFIRE 7</i> 1,009.21 |
| FRONTLINE SERVICES, INC | Amount of Invoice Paid: \$349.54 FD ENGINE 2 MAINTENANCE |
| | <i>Distribution:</i> 206-000-939.000 <i>VEHICLE MAINT - ENGINE 2</i> 349.54 |

**PENINSULA TOWNSHIP
INVOICE REGISTER**

For Invoices Scheduled for Payment on: 1/10/2018 12:

VENDOR INFORMATION

INVOICE INFORMATION

FRONTLINE SERVICES, INC

**Amount of Invoice Paid: \$205.00
FD BRAVO 2 VEHICLE MAINT.**

Distribution:

206-000-939.000 VEHICLE MAINT - BRAVO 2 205.00

KELLER THOMA

**Amount of Invoice Paid: \$510.25
ATTORNEY - EMPLOYEE ISSUES**

Distribution:

206-000-801.000 LEGAL FEES - FD 510.00
206-000-801.000 LEGAL FEES - FD 0.25

KOPY SALES, INC.

**Amount of Invoice Paid: \$125.00
SERVICE FOR NETWORK ISSUES**

Distribution:

206-000-818.COP Copier & Copier Supplies 125.00

MUNSON MEDICAL CENTER

**Amount of Invoice Paid: \$25.00
IV KIT MAINT. FEES**

Distribution:

206-000-932.000 Ambulance Supplies 25.00

NYE UNIFORM

**Amount of Invoice Paid: \$190.12
50 PEN TWP FIRE SHOULDER EMBLEM PAT**

Distribution:

206-000-935.000 Uniforms 190.12

SUPERIOR PHYSICAL THERAPY

**Amount of Invoice Paid: \$250.00
ADMIN OF TWP WELLNESS HEALTH & FITN**

Distribution:

206-000-828.000 Health & Safety 250.00

Total Amount Disbursed: \$3,759.50

PDR

**PENINSULA TOWNSHIP
INVOICE REGISTER**

For Invoices Scheduled for Payment on: 1/10/2018 12:

VENDOR INFORMATION

CHRISTINA DEEREN

INVOICE INFORMATION

Amount of Invoice Paid: \$14.41
POSTAGE FOR MAILINGS FOR PDR PROGRA

Distribution:

297-000-724.000

POSTAGE

7.21

297-000-724.000

POSTAGE

7.20

Total Amount Disbursed:

\$14.41

TEA

**PENINSULA TOWNSHIP
INVOICE REGISTER**

For Invoices Scheduled for Payment on: 1/10/2018 12:

VENDOR INFORMATION

GOURDIE-FRASER, INC

INVOICE INFORMATION

**Amount of Invoice Paid: \$2,400.00
THE 81 ON EAST BAY SITE PLAN REVIEW/F**

Distribution:

701-000-255.751

Escrow - The 81 On East Bay

2,400.00

Total Amount Disbursed:

\$2,400.00

**Maintenance Agreement with
Howard Byrne
Regarding certain Installation work at Peninsula Township Hall**

Purpose:

The parties have agreed to an hourly rate and purchasing assistance rate as compensation for consultative and installation services at Peninsula Township Hall.

Compensation:

It is agreed that Howard Byrne will be compensated at a rate of \$1200.00 for installation services. This rate will also be applied to certain consultative services. The parties have agreed that Howard Byrne's services related to specifying equipment, assistance in developing specifications, evaluating bids and quotes, and identifying purchasing opportunities will be compensated at 15% of the cost of items Peninsula Township purchases directly.

For miscellaneous supplies, such as connectors, fuses, plugs, etc., the parties agree to use Radio Shack retail list price less 20%.

Equipment purchase compensation shall be paid at time of this agreement. Installation Services compensation shall be paid within 30 days of completion of installation. After completion of installation, additional consultative services and maintenance may be billed at a rate of \$35.00 per hour. Checks shall be payable to Howard Byrne.

General:

In general, it is important that Peninsula Township maintain good cost control. To that end, Peninsula Township may request that certain tasks not exceed estimates. It is also understood that certain unknown factors can be identified during some of these functions necessitating a change in cost estimates, such as sales discounts expiring.

Peninsula Township

Date

Peninsula Township

Date

Howard Byrne

Date





Peninsula Township Fire Department
14247 Center Rd.
Traverse City, Michigan 49686
PH: 231-223-4443
firechief@peninsulatownship.com

January 3, 2018

Treasurer Bickle,

In my first month as fire chief I have been going through the fire department equipment and familiarizing myself with said equipment. As we have done this, I have found numerous sets of firefighter turnout gear that is outdate and no longer compliant to National Fire Protection Agency standards. Mainly the gear is over ten years old and can no longer be used for structural firefighting. The amounts of gear are as follows:

11 sets of gear (coat and pants), 1 helmet, 4 pairs of boots, 6 pairs of gloves and 4 hoods.

The fire department also has surplus radio equipment that is no longer being used. This equipment was made obsolete when the department received new 800 mhz radios. It is the wish of the department to try and sell this equipment. The equipment is as follows:

36 vhf Kenwood Radios (17 mobile and 19 portable), 19 Motorola vhf pagers and 8 vhf Antennas.

At this time, I wish this equipment to be deemed not needed by our department. I would like to donate the turnout gear to the Northwest Regional Fire Training Center and sell the radio equipment. There is no monetary value to the turnout gear, but at the training center it can be used by trainee's preparing to become firefighters. I am seeking approval from the township board to donate this gear and sell the surplus radio equipment. If you have any questions please feel free to contact me.

Sincerely,

Fire Chief Fred Gilstorff



Peninsula Township Fire Department
14247 Center Rd.
Traverse City, Michigan 49686
PH: 231-223-4443
firechief@peninsulatownship.com

January 3, 2018

Dear Township Board,

Happy New Year to all. I am pleased to present the names of three individuals who have put in applications to join the Peninsula Township Fire Department. These individuals all live in or near the township and would be a great asset to our department. I have met with each person and deem them to be quality candidates for the position of firefighter within the department.

The first candidate is **Michael Vandermey** who is a township resident and a past member of the department. Since coming back around the firehouse Michael has shown a great interest in the department and is eager to start helping his community through the fire department. As you know the Vandermey name has a strong history with the fire department and I see Michael carrying on that tradition.

The second candidate is **Daniel Drew**, who is also a township resident. Dan has served as a firefighter in Walker, Michigan before moving to the Peninsula. His main job is a fire investigator with significant experience. Dan will bring an eager attitude to learn and become a contributing member of this department. Dan's knowledge and experience will go a long way in improving this department's ability in providing a high level of service to the community.

The third candidate is **John Buzynski**, John is a freshman at Northwestern Community College. John comes from New York and has firefighting and EMS experience. John seems eager to learn and gain experience within our department. John would help us by giving us some personal in the southern part of the township.

Lastly, I would like to announce that **Grant Blackmer** has been hired to fill the position of fulltime firefighter with Peninsula FD. Grant has been with the department as a member since 2001. He brings great skill and experience to the full time position. Grant is a leader who takes the time to share his knowledge and experiences with our newer and younger firefighters.

Recruiting and retaining firefighters is a difficult challenge in this day, to have three apply in the first month of me being in the Fire Chief position is a great step forward. I ask the board to approve these applications from the recruits so we may start the process of training them and assisting them in becoming key components to our department.

Sincerely,

Fire Chief Fred Gilstorff

**Peninsula Township
Engineer Report
January 3, 2018**

General Utilities

Special Assessment District Projects: The project is 95% complete. A site walkthrough with DPW and Road Commission has been completed along with a punchlist. GFA is coordinating with Elmers to issue a Substantial Completion (infrastructure is ready for its' intended use). 10% retainage is to be held throughout the winter with punchlist and restoration to be finalized in late spring. Closeout and turnover to occur at that time.

Sewer / Water City Contracts: GFA continues to assist the Township and DPW on negotiations with the City of Traverse City on the Bulk Water Agreement. Sewer Agreement was resolved earlier this year. The City did recently recognize the function of the master meters as dual and will be provided a credit back to the Township back dated five (5) years.

GIS Mapping: GFA has been working with the DPW to create an asset management program for the Township with respect to the Water and Sewer Infrastructure. The 1st step of this process which includes creation of a GIS map that includes all record drawing information has been completed. GFA / DPW are now pursuing forward to inventory and GPS the locations of each. Final completion to encompass all five (5) townships is slated for 2019. The current water and sewer linework was recently forwarded to your planning department f

Plan Review Process: Goal for 2018 is to work with Planning Department to establish a more defined checklist of requirements per the Ordinances for organizational and mainstream process for developments making application. This will prove to be a very beneficial tool for staff, Township officials and applicant

General Projects

Township Hall Generator: Generator installation / startup has been delayed pending Consumers Energy schedule. November 17th is the date established for this work to take place.

Compactor Site – Concrete Pad Addition: Completed and Project Closed Out

Plan Reviews

Vineyard Ridge:

- a. **Water / Sewer:** Plans have been reviewed (2nd) with final revisions requested from Mansfield with anticipated receipt to be provided end of this week. Anticipate GFA to recommend approval to Township Board this month pending review and all revisions / clarifications have been addressed. DEQ Part 41 and Act 399 permits have been submitted. MDOT permit has been submitted and approved.

b. **Stormwater:** Recent meeting with applicant. Was their request to modify stormwater control measures (basins) at entrance to make more aesthetic. Staff and GFA are reviewing plans and will make recommendation to Applicant by end of the month. Escrow has been deposited for GFA to provide onsite inspection in compliance with SESC permit

81 Parcel: Special Use Permit was approved with conditions defined and approved by the Township Board / Public Hearing in December. GFA is awaiting plan submission to review for compliance with such conditions.



A handwritten signature in black ink, appearing to read "J. H. G." with a stylized flourish at the end.



Engineering
Surveying
Testing &
Operations

123 West Front Street
Traverse City, Michigan 49684
231.946.5874
231.946.3703

January 4, 2018

Peninsula Township
Attn: Rob Manigold, Supervisor
13235 Center Road
Traverse City, Michigan 49684

Re: Vineyard Ridge SUP #127
Water main and Sanitary Sewer Extension – 1st Phase Construction Inspection / Closeout Services

Dear Rob:

In accordance with our continuing contract for professional services, we are pleased to submit this letter proposal for your review and approval.

DESCRIPTION OF THE PROJECT

It is the intent of this project to be constructed in 3 phases. It is our understanding of that the full extent of sewer and associated appurtenances and leads are to be installed to service all phases whereas the limits of water main is to be installed to service Phase I only. The scope of this project to be permitted is to facilitate the construction of approximately 1,180 linear feet of 8-inch water main and 4,230 linear feet of 8-inch sanitary sewer extensions. The parcel is intended to be developed to initially service the 1st phase of the development which consists of fifteen (15) single family residences with subsequent phases to follow. The parcel is situated on twenty-eight (28) acres with future utility extensions proposed to accommodate forty-seven (47) units. The development is located at 6867 Center Road.

SCOPE OF SERVICES

Plan / Closeout Review

Gourdie Fraser, Inc. will assist with the review record drawings/reports and turnover documentation to ensure compliance with the Standard Specifications for the Township and the Grand Traverse County DPW. Plan review and permit assistance was previously completed by GFA in September 2017.

Construction Observation/Materials Testing

Full time on-site observation services will be provided during construction of the sanitary sewer and water main utilities limited to the scope defined above under the Description of the project. As part of the work scope, in accordance with the contract documents, observation staff will be responsible for performing the following general tasks:

- Track construction quantities and document construction through the use of Township approved daily reports.
- Maintain day to day contact and communication with the Township, GTC Department of Public Works, and contractor personnel.
- Inspection Daily reports along with daily measurements of material installation and weekly quantity sheets will be maintained by GFA.
- Perform testing on construction materials associated with the utilities project such as aggregates, and compaction of granular materials for trench backfills. Reports will be maintained.
- Witness and review results (televising/ air testing / mandrel) for sanitary sewer testing as required by the Township, and MDEQ.
- Witness and review results for water main (pressure / bacteriological / continuity) testing as required by the Township, and MDEQ.
- Observe and/or evaluate possible utility, subgrade, or drainage conditions that may differ from subsurface information available during design. If such conditions are exposed during construction, construction observation staff will consult with contractor personnel and developers engineer to make appropriate recommendations.

Based upon the permit plans provided by Mansfield Land Use Consultants dated September 5, 2017 excluding Sunday and holiday work, this proposal assumes 340 construction observation work hours to complete construction of the municipal utilities. However, it should be noted that the actual time required for construction will be highly dependent upon the Contractors staff ability to complete the work in a reasonable and timely manner and weather. As a result, construction observation time required may exceed the hours assumed in this proposal. In this event, GFA would provide observation services on an hourly as-needed basis for completion of the work compliant with our 2017 hourly rates. Documentation to support will be provided to the Township in advance so they can discuss with developer to ensure adequate escrow money is deposited.

FEE FOR SERVICES

We will provide the above Scope of Services at normal hourly rates for the personnel involved. The estimated fee is not to exceed, \$24,950. Plans and specifications which do not comply with the above listed standards will require additional reviews and possibly additional fees.

TIME OF COMPLETION

The plan review will take place first and then work will be performed during the installation of the public utilities.

CHANGES/ADDITIONAL WORK

Any changes, modifications or additions to the above Scope of Services will be performed at normal hourly rates for the personnel involved or at a negotiated fee.

TERMS AND CONDITIONS

The terms and conditions of the Basic Services Agreement for Professional Services shall apply.

Sincerely,
GOURDIE-FRASER, INC.



Jennifer Hodges, P.E.
Project Manager

ACCEPTANCE

In accordance with our Basic Agreement for Professional Services, Gourdie-Fraser, Inc. is hereby authorized to proceed with the Professional Services as outlined herein.

The terms and conditions of the above mentioned Basic Agreement and Proposal are included within this Authorization to Proceed.

PENINSULA TOWNSHIP

By: Rob Manigold

Date

Title: Supervisor



Engineering
 Surveying
 Testing &
 Operations

123 West Front Street
 Traverse City, Michigan 49684
 231.946.5874
 231.946.3703

January 4, 2018

Joanne Westphal, Clerk
 Peninsula Township
 13235 Center Road
 Traverse City MI 49686

Re: Vineyard Ridge SUP #127
 Water main and Sanitary Sewer Extension – 1st Phase Construction Inspection / Closeout Services

Dear Joanne:

Below please find an estimated amount for an escrow account for Gourdie Fraser to provide fulltime on-site inspection and project close out for the water main and sanitary sewer extension to service the Vineyard Ridges (Phase I) Development located on Center Road. It is the intent of this project to be constructed in 3 phases. It is our understanding of that the full extent of sewer and associated appurtenances and leads are to be installed to service all phases whereas the limits of water main is to be installed to service Phase I only. The scope of this project to be permitted is to facilitate the construction of approximately 1,180 linear feet of 8-inch water main and 4,230 linear feet of 8-inch sanitary sewer extensions. The parcel is intended to be developed to initially service the 1st phase of the development which consists of fifteen (15) single family residences with subsequent phases to follow.

Construction Administration, Inspection and Material Testing (fulltime)

Estimating Service for approximately (34) days of construction, 340 hours
 Including material testing, inspection, IDRs, and punchlist for installation of water and sewer main and leads for Phase I only

\$ 24,200.00

Project Turnover

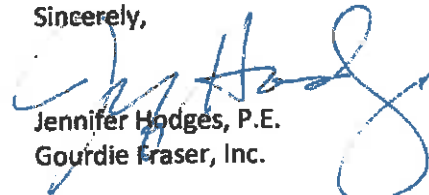
Review Record Drawings and Reports, Review of Close Out Documents as prepared by Developer compliant with Township Specifications and Turnover Documentation to Township

\$ 750.00

TOTAL ESTIMATED ESCROW AMOUNT: \$24,950.00

Please feel free to contact me with any questions regarding these estimates.

Sincerely,



Jennifer Hodges, P.E.
 Gourdie Fraser, Inc.