

**PENINSULA TOWNSHIP TOWN BOARD**

**Regular Meeting Minutes  
January 10, 2017 at 7:00 PM**

**Meeting called to order at 7:00 PM**

**Roll Call:** Westphal

**PRESENT:** Margaret Achorn, Brad Bickle, Maura Sanders, Joanne Westphal, Warren Wahl, Isaiah Wunch and Rob Manigold—Chair; **Also** present were Gordon Hayward, Interim Director of Planning and Zoning; Nicole Essad, Township Attorney and Ellen S. Palmer, Recording Secretary

**Approve Agenda**

**Motion:** by \_\_\_\_\_ to accept the agenda.

**PASSED UNAN**

**Citizens comments (items not on agenda):**

None

**Conflict of interest**

None

**CONSENT AGENDA**

Board of Review and Alternate Member Appointment

**Westphal:** Report from interviews yesterday for Planning Commission and Zoning Board of Appeals positions

- Planning Commission—Two (2), three (3) year positions; Susie Shipman selected to a 3-year term on the Planning Commission Board; Marilyn Elliot selected to a 3-year term on the Planning Commission Board
- Donna Hornberger selected to a one (1) year term vacated by Isiah Wunsch
- Zoning Board of Appeals—Rick Vida selected to 3-year term; Rachel McBride is the alternate
- Selection of John Snow **as the second alternative is** dependent upon rules of MTA because he is a member of the Parks Commission Board

Edit lists of invoices (recommend approval)

**Achorn:** Would like three invoices removed from #3 ~~Edit~~ Lists of invoices:

- Aflac
- Westphal reimbursement medical premium
- Principal Life insurance premium

—need to look at details, perhaps former employees are still on policies and not sure if new employees have been added; If insurance premium invoices are reviewed and amended; pay amended amounts; advised reimbursement for medical premiums for individuals over 65 best practices are through payroll.

**Westphal:** **Advised** The Westphal reimbursement was entered into payroll by **the** previous Deputy Clerk and needs to be removed **until the HAS/HRA accounts for older Board members are clarified.**

**Motion:** Manigold/Wunsch to ACCEPT THE Consent Agenda as Amended

**Roll Call Vote:** Achorn-Yes, Bickle-Yes, Sanders-Yes, Westphal-Yes, Wahl-Yes, Wunch-Yes, Manigold-Yes  
**PASSED UNAN**

**Postage for Assessment Change Notices**

**Meeting Minutes Approval—December 29, 2016**

**BUSINESS**

## Braemar Estates Storm Sewer Special Assessment District

**Manigold:** Opened the public hearing; Closed regular meeting

**Akerly:** Assessor for township; eager to hear all the input; offers a brief overview and what the process is going forward; advises that Nicole Essad, Township attorney; Brian Boals, Township engineer and Jim Cook, from Grand Traverse County Road Commission are here to answer all questions.

Braemar drainage issues-mandate for county drain to fix runoff issues; residents decided to take some ownership to define easement areas and costs and process; and take private ownership of the project. Township is financing vehicle to help folks pay for repairs. Township is working with bond councils

Cost of project 186,439.00 Township is working with bond councils for payment to be spread over a 20-year span; residents can pay it off in a one lump sum; amortized over 20 years 45 parcels; all board members have maps, cost tables; will work with bond council; can pay off in one lump sum or in payments; payments will come in winter tax bill; citizens, township and road commission will pay shares of the cost;

### Payment workout allocated for the \$186,439.00

Grand Traverse Road Commission 11%

Peninsula Township Contribution 11%

Project balance allocated among parcels 77%

- 60% of that amount and spread it evenly over the parcels
- Remaining 40% will be spread over the parcels according to the particulars of individual lots such as acreage amount, topography and impervious services.

**Manigold:** Open for public comment; Asked citizens who come forward for public comment to state their name and address for the record

**Greg Kinard:** West Wind C-1 11-32509912;

**Akerly:** advised he was in wrong assessment; it was coming up next;

**Akerly:** Braemar input from a property noted they were in PDR program therefore exempt from levy of SAD fees We have a plan to remove that parcel from the district cost allocation changed very little parcel 005000-50 on the list.

**Manigold:** What is PDR—explained protection against assessments;

**Gretchen Sitar:** 1670 Braemar—in support of this; really like to thank Rob making it a 20-year bond;

**Manigold:** Closed public hearing

**Manigold:** Opened regular meeting; put the matter before the board regarding the resolution in board packet; need date for next public hearing

**Essad:** Recommends March 28 for second public hearing; time for bids to go out; resolution needs to be tweaked slightly removing 0050000-50 from SAD; plans would change slightly; if the board wants to adopt and approve that plan; we can make that amendment and pass that resolution.

**Manigold:** Road commission contribution to the township; maintenance—no line item on this one (Braemar) but on the Maple Terrace; asked Brian Boals to address

**Boals:** Has adequate contingency in project; all pipes underground; headwaters coming into new drains, there is not a lot of sedimentation in pipes; new pipes' 24" diameter is significantly larger than those being replaced. The substantial maintenance budget in Maple Terrace is necessary including the storm water cleaning device; because draining a lot more road ways; Braemar does not require as much maintenance. County Dept. of Public Works would pick up need for additional maintenance, if any;

**Sanders:** to move forward; how do we proceed

**Manigold-**we would approve this resolution as amended and then set next public hearing date on March 28

**Essad**—assessment roll being filed with county clerk on March 14 for review by the public

**MOTION: Sanders/Westphal** to move on the resolution creating Braemar Estates Storm Sewer Special Assessment District, ordering creation of special assessment roll and schedule the public hearing on special assessment roll on March 28 as amended.

Discussion:

**Wunsch**—Move on this will remove from consideration the parcel in SAD. Modification of map with removal of said parcel.

**Roll Call Vote: Achorn-Yes, Bickle-Yes, Sanders-Yes, Westphal-Yes, Wahl-Yes, Wunsch-Yes, Manigold-Yes**  
PASSED UNAN

### **Public hearing for Maple Terrace Avenue Water Main Extension Special Assessment District**

**Manigold:** closed regular meeting opened Public Hearing for Maple Terrace Avenue Water Main Extension Special Assessment District

**Akerly:** Maple Terrace very similar to one just addressed handout with map, cost, allocation to parcels 452,000 spreading across 89 parcels

Allocation--Cost sharing with township and county and road commission; pro rata share of parcels; final amount being levied per parcel particulars; public comment tonight; if board entertains the motion to pass this district by passing this resolution, we will move forward ordering creation of assessment roll, have a second public hearing to affirm that roll, create the district and order the treasurer to levy those bills. Township to offer 20-year bond assumable if you sell; billable in winter taxes as a separate add on; we had tremendous cooperation among the neighbors;

#### **Public Comment:**

**Boals:** There is a line item built into overall maintenance allowance; special storm water device going in capturing sediment and such before it goes into the bay; special line item of 10k that would probably cover 5-10 years' maintenance;

**Manigold:** We have the equipment through our participation in the Grant Traverse County DPW so we will not have to bid out to private contractors.

*Rebecca McMullen:* 7181 Hill Top Ave. Compared to Braemar why is the township and grand traverse county allocation at 8%, not 11%.

**Boals:** The formula that calculates that percentage considers hard surface areas and uses a formula with the state; hard surface is higher in Braemar; when running maple terrace the public road r/w has a little less weight on maple terrace; high % of private roads and weight

*McMullen:* Mr. Cooke do we have support from the road commission?

*Cooke:* Yes

*George McCulsky:* Hilltop Avenue and Mathison; Asks if plan for Logan's Landing includes Hill Top Avenue?

**Manigold:** Yes

*McCulsky:* Advised that there are no water drainage problems on his parcel; does not want to be included in someone else's problem; Believes it is not right and fair.

**Manigold:** Advises problems are in Maple Terrace area; went to drain commission first; the road commission determined that the area of everyone that was contributing to the problem down below up on top and you are in that area creating part of the problem downstream; that's how hill top is in there.

*McCulsky:* I have no problems

*Jonathan Campbell:* 7058 Fiori Thanks to Sally and Rob for work on SAD;

**Bob Bollock:** 7398 Peninsula Drive; Would like to see plan installed from the bottom up. Believes he should be paying less.

*Eileen Canard:* Purchased lot on Westland; don't really understand; purchased last year; plans for the subdivision being developed why wasn't builder attention paid to drainage at that time and how this

**Manigold:** more new constructions and impervious surfaces get water moving faster; Westwind is in the source contributing as it all flows down to the bay. Metes and bounds legal description so no builder was responsible for keeping the water on site; Trying to get a cost-effective approach for everyone. Bonding it out for 20 years results in more favorable terms. Typically, townships and road commissions do not participate in special assessments. Bonding together reduce costs.

**Canard:** Received a letter from Gourdie-Fraser about connecting city water and sewer on Westwind Rd. \$125,000 for water and road improvements.

**Matt Russell:** 7340 Logan Lane—wanted to reiterate what Jonathan's remarks. I feel like the township worked well with us; started as a very divisive issue but now most are on the same page; thank you rob for putting bond together; plan going forward is favorable

*Jason Piedmont:* 904 Gray Road; How do we know this is going to solve the problem.

**Boals:** Primarily we see where the problems are; Right now, there is no storm system in place that offers a conduit to get the water from the upper parts of the hill down to the bay. We will install that conduit with this project.

*Bill Swanson-7400 Logan Maple* Where will they access the site? They are private roads; whereas Maple Terrace is a public road that has not been maintained; restoration in project cost?

**Boals**—construction traffic to come up McKinley Rd. or Peninsula Drive. Does not foresee substantial construction traffic coming through Logan Hills; maintenance bonds will be issued; long term maintenance scheduled

*McCulsky:* Lived at Matheson and Hilltop for 50 years; lives on highest corner; no problem with water;

**Manigold:** Closed public hearing; Opened regular scheduled meeting

**Essad:** No changes to resolution public meeting; decide date

**Sanders:** can dates be the same as Braemar

**Essad:** Yes March 14 SAD Roll filed with township clerk; second public hearing on march 28.

**MOTION: Wunsch/Westphal to move on the resolution creating Logan Hills/Maple Terrace Storm Sewer Special Assessment District, ordering creation of special assessment roll and schedule the public hearing on special assessment roll on March 28 as amended.**

**Roll Call Vote: Achorn-Yes, Bickle-Yes, Sanders-Yes, Westphal-Yes, Wahl-Yes, Wunch-Yes, Manigold-Yes  
PASSED UNAN**

Manigold: Will have the next meeting at appropriate dates;

**Manigold**--2-minute recess; reopened meeting

**Essad**—reviewed resolution; no objections to Business Item No. 3

**Health Savings Accounts (HSA)**

**Westphal:** on or about 4/1/2015 the TB discussed the awarding of a health savings account (HSA); has been a part of the health insurance benefits for full time employees and full time fire department employees; went from Flexible Savings Account (FSA) to a HSA in 2014; going through old paper documents dated May 12 2015 begin to see health savings account (HSA) for people over 65. April 2014 earliest it was awarded for 12 months as a part of the Blue Cross Blue Shield health insurance; \$1,300.00 to full time staff and full-time fire department employees. Keeping cost of health insurance premiums lower by having a \$1,300.00 deductible; Board went with a higher deductible health insurance policy for full time staff and full time firefighters; and compensated them with \$1,300.00 Went through payroll system that gave them a pre-tax benefit; On 12-31-2015 the Town Board decided to change the coverage year from a fiscal year to a calendar year; This gave the participants in the **HAS HSA** an additional ~~\$300.00~~ **\$325.00 (3/12 of \$1300)** per employee; Town Board decided not to recover the ~~\$300.00~~ **\$325.00** back from employees.

During calendar year 2016 the Township lost 7 employees/officers who received the \$1,300.00 and did not return ~~it~~ a portion of it. The Township has lost a substantial amount of money through these several HSA decisions that were made. We need a more fiscally responsible policy. ~~it~~ The resolution is a stop gap measure.; ~~we've lost 7,000 in the last two years because of decisions that were made—changing from calendar year to fiscal year, etc.—~~We are looking for a way to fairly recoup the Township's money if an employee leaves. Steve Schwartz, township attorney on the Fire Dept. negotiations, suggested the "claw-back" strategy as a means for addressing this problem.

**Bickle**—The policy that Jo suggests is the industry best practices. Keep it consistent across the board; retains the deposit to employees on calendar year;

**Westphal:** Trying to rein in some of the losses we experienced. Steven Schwartz township attorney—developed the language in the proposal.

**Wahl:** If someone gets injured and used entire deductible is there any way to recover?

**Bickle:** No; the proposal is a stop gap measure that should've been in when ~~it~~ the [HSA] started.

**Wahl**—Previously given on December 31 of each year.;

**Manigold**-Conclusion was for consistency

**Wahl**—Can use it for anything medical;

**Westphal**—we wanted to go bi-monthly; certain individuals felt they had enough health care costs with their children and anticipate the entire amount being deposited in employees account.

**MOTION: Westphal/Bickle to move on the Resolution to divide Health Savings Accounts (HSA) payments on a bi-monthly payroll schedule on a fiscal year.**

**Roll Call Vote: Achorn-Yes, Bickle-Yes, Sanders-Yes, Westphal-Yes, Wahl-Yes, Wunch-Yes, Manigold-Yes  
PASSED UNAN**

**MOTION: ?? to move on the Resolution to dissolve the Fire Board**

**Roll Call Vote: Achorn-Yes, Bickle-Yes, Sanders-Yes, Westphal-Yes, Wahl-Yes, Wunch-Yes, Manigold-Yes  
PASSED UNAN**

### **Consider Bidding-- Update IT Equipment**

**Westphal:** Permission to solicit bids for IT upgrades in Township offices.

**Bickle**—The current server needs to be updated to avoid the negative results from the previous server crash; strongly urged putting bids out;

**Manigold**-asked if IT for Township Hall was included; Answer: Yes

**MOTION: / move to authorize Clerk to move forward requesting bids on IT equipment**

**Roll Call Vote: Achorn-Yes, Bickle-Yes, Sanders-Yes, Westphal-Yes, Wahl-Yes, Wunch-Yes, Manigold-Yes**

**Authorize Baseline Accounting Process Review**

**Bickle:** BS & A software training; performed an assessment of system; 25 or 30 things need to be updated in accounting systems; struggle with—when system crashed we don't know what has been lost; good business practice—deep line go out for bids to come in to do the deep dive accounting; goes beyond annual audits; very consuming for Deputy Treasurer (Achorn) and myself; Goal is to have accounting systems absolutely correct and documented going forward.

**MOTION: Wunsch/Bickle to move on the resolution to authorize Treasurer to move forward putting out bids for Baseline Accounting Process review.**

**Roll Call Vote: Achorn-Yes, Bickle-Yes, Sanders-Yes, Westphal-Yes, Wahl-Yes, Wunch-Yes, Manigold-Yes  
PASSED UNAN**

**Authorize review of Peninsula Township Personnel Policy**

**Manigold:** regarding personnel policy—many problems when new hires; begin review of personnel policy to make procedures incorporated in the policy. We used to have 90 day before new hires could sign up for health insurance; now its 30 days per personnel policy

**MOTION: / to move on the resolution to authorize Clerk to move forward with review of Peninsula Township Personnel Policy logistics**

**Roll Call Vote: Achorn-Yes, Bickle-Yes, Sanders-Yes, Westphal-Yes, Wahl-Yes, Wunch-Yes, Manigold-Yes  
PASSED UNAN**

**Authorize Citizen Planner Workshop**

**Westphal:** Inquire what townships in the area are interested in co-partnering with us \$250.00 a person if planning get involved; coordinated properly insurance company will pick up costs. Authorize to move forward

**Citizens' comments**—Monnie Peters, 1425 Neoatan road; heartily agree on the citizen planner; have one pc planner who's done the whole thing; it's a 3-day session; recommends boards do it; another issue it equipment; I was given an lg think pad; I don't use mine; revisit iPad;

**Board Comments**

**Sanders:** Whole heartily thank Treasurer's and Clerk's offices

**Dave Sanger:** today—hope to come back to you maybe during budget time; air b7b weekly rentals, write down license plates, go to the site where new foundation is going down; mold in the basement—we are ok; have bids for microbial paint; have Bob Wilkinson finish painting the basement;

**Achorn**—~~microbial paint~~ sewer plant

**Westphal**—mta training on January 17; tomorrow night Kristen esch for GAMPs at 7:00 pm; open to the public to tell what gamps does and doesn't do.

**Meeting Adjourned** at 8:30 pm