

PENINSULA TOWNSHIP
13235 Center Road, Traverse City MI 49686
Ph: 231.223.7322 Fax: 231.223.7117
www.peninsulatownship.com

**Regular Town Board Meeting
November 7, 2018, 7:00 pm
Peninsula Town Hall
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. Reports and announcements (as provided in packet)
 1. Officers
 - a. Clerk—Voting Update (oral)
 - b. Treasurer's Report
 - b. Correspondence
 - c. List of Invoices (for approval)
 - d. Approve request by Fire Department to surplus Phillips Heartstart MRX Monitors
 - e. Present Transcribed Meeting Minutes (not for approval; not provided in packet)
8. **Business**
 - a. Final interview of applicants for the Clerk position
 - b. Presentation of best practices for minutes (Meihn)
 - c. Presentation on Weatherholt Purchase of Development Rights (Rigan)
 - d. Presentation of Fire Truck Bids with recommendation for purchase (Gilstorff)
 - e. Approve Cemetery Software for clerk's office (Westphal)
(CLOSED SESSION)
 - f. Closed session pursuant to MCL 15.268(e) for discussion with Attorney Meihn representing the Township in matters relating to litigation and personnel issues.
(OPEN SESSION)
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.

CONSENT AGENDA

Reports and Announcements

- Clerk—Cemetery Committee Report
- Treasurer's Report

11/01/2018

TREASURER'S REPORT FOR PENINSULA TOWNSHIP

Fund	Description	Ending Balance 10/31/2018
101	GENERAL FUND	137,320.80
206	Fire Fund	679,741.69
207	Police Fund	74,821.31
208	PARKS/HASEROT/BHP/ARCHIE	70,234.64
213	HESSLER LOG HOME	1,837.31
215	DOUGHERTY HOUSE	5,437.81
245	Roads	6,269.36
297	Purchase of Development Rights	2,113,883.37
298	Cable Council Fund	691,821.55
400	Landing Account	301,107.19
502	Tower Fund	753,951.14
508	Lighthouse Fund	38,516.94
509	LIGHTHOUSE GIFT SHOP	146,882.68
590	Sewer Fund	437,019.25
591	Water Fund	358,457.71
596	Compactor Station	24,632.82
701	Trust and Agency	79,084.60
703	Tax Collection	16,072,743.05
708	Library Trust and Agency Fund	239,868.05
	TOTAL - ALL FUNDS	22,233,631.27

Correspondence

3990 Swaney Rd
Traverse City, MI 49686

October 23, 2018

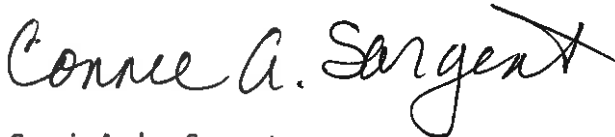
Rob Manigold
Peninsula Township Supervisor
13235 Center Road
Traverse City, MI 49686

Dear Rob,

I just want to share with you, Anne Griffiths and Rob how appreciative I am of the care given to the light house park trails this summer. I have had some friends visit and we always enjoy going on the trails and visiting Don's bench (my husband's bench). These last couple of months I have noticed how well the trails and his bench area have been cared for. Usually I am carrying clippers and hand grass cutters to clean around the bench just so we can enjoy sitting there. Don had specifically asked to have a bench on the trail with a view when he knew he was dying. The view overlooking the valley and field where his bench is placed is truly lovely. He would love to know it was there.

Don made several friends and family members promise to care for the trails when he knew he was going to die. He had helped to maintain the lighthouse trails for over 20 years by mowing, cutting trees and branches etc. He wore out many blades, tires and parts taking care of the trails that he loved. Just want to say thank you and let you know how much that has meant to me and my friends.

Sincerely,

A handwritten signature in cursive script that reads "Connie A. Sargent". The signature is written in black ink and is positioned above the printed name.

Connie Archer Sargent

Cc Anne Griffiths

Rob Manigold

From: David Sanger [enforcement.peninsulazoning@gmail.com]
Sent: Tuesday, October 16, 2018 4:57 PM
To: Christina Deeren
Cc: Rob
Subject: Site Visits

Christina,

I spent a few hours today visiting sites:

1. Wall/fence and temporary garage on Hilltop -- Dr. Gulow; both violations corrected after months of follow-up by me. Will notify Complainant who called Rob in July.
2. Unoccupied house on corner of East Shore and Henderson; weeds in yard, needs paint; however, has good roof, electric meter, new windows. No basis for Violation under existing Ordinances. Blight Ordinance would be enforceable. Neighbors have complained to Rob.
3. Impounded several signs in ROW -- "Dock and Hoist Services"; warned him in spring. Need to get tough with him next spring. Only have phone number.
4. 9898 Center Road (Goulas). Have pics of hot tub on new concrete deck on top of new seawall. No new work on enclosed porch; to be removed per ZBA. Same for wall/fence on South side. Wilhelm finishing work, then sign to come down. Need letter to Goulas; assume that they have not appealed ZBA ruling.
5. new home at 10467 Bluff Rd; LUP expired 5/3/18. Posted Stop Work Order, based on expired LUP. Work seems to be at standstill. Want me to send letter to property owner?
6. 12875 Bluff (Boursaw); exterior storage violations on property; complaint from neighbor who has lot for sale. Boursaw's have removed the old cars, construction materials, etc. Violation corrected and will notify Complainant.
7. 11909 Bluff (Beutler); checked for removal of Violation (deck on beach). Owner removed.

We can discuss tomorrow.

Dave

--

David K. Sanger
Ordinance Enforcement Officer
Peninsula Township Zoning Office
13235 Center Road
Traverse City, MI 49686

231-223-7318
231-216-1212 direct line

Rob Manigold

From: Gregory M. Meihn [gmeihn@foleymansfield.com]
Sent: Friday, October 12, 2018 9:07 AM
To: supervisor@peninsulatownship.com; Joanne Westphal (clerk@peninsulatownship.com);
Isaiah Wunsch (Wunschis23@gmail.com); marge.peninsulatrustee@gmail.com; Treasurer
(treasurer@peninsulatownship.com)
Subject: RE: Advisory Committee Meeting
Attachments: OMA_handbook_287134_7.pdf

I am providing this quick response to the allegations by Mr. Edmundson that a committee of three (3) people met to discuss and provide recommendation to the full board for approval regarding the PDR and staff completing the project, allegedly violated the OMA.

First, see attachment of the OMA herein.

Second, pursuant to the OMA:

Advisory committees and the OMA – the OMA does not apply to committees and subcommittees composed of less than a quorum of the full public body if they "are merely advisory or only capable of making 'recommendations concerning the exercise of governmental authority.'" See OAG, 1997-1998, No 6935, p 18 (April 2, 1997); OAG No 5183 at p 40.


Where, on the other hand, a committee or subcommittee is empowered to act on matters in such a fashion as to deprive the full public body of the opportunity to consider a matter, a decision of the committee or subcommittee "is an exercise of governmental authority which effectuates public policy" and the committee or subcommittee proceedings are, therefore, subject to the OMA.

In your case, the advisory committee met, and made recommendations. Those recommendations were reviewed with the full board on Thursday at 4. The full board deliberated on the issues and made a final decision. The Board could have refused the recommendation. Accordingly, there was no violation of the OMA.

I will do a complete case search for you in the coming days.

Greg



Gregory M. Meihn | Partner | T: 248-721-8183 | F: 248-721-4201
130 East Nine Mile | Ferndale, MI 48220 | foleymansfield.com 

Chicago | Denver | **Detroit** | Edwardsville | Indianapolis | Kansas City | Los Angeles | Miami
Minneapolis | New Orleans | New York | Portland | St. Louis | Seattle | Tampa Bay | Walnut Creek

NOTICE: Important disclaimers and limitations apply to this email. Please click [HERE](#) to view these disclaimers and limitations.

From: Gregory M. Meihn
Sent: Tuesday, October 02, 2018 3:30 PM
To: supervisor@peninsulatownship.com
Subject: Fwd: Mawby report



3860 North Long Lake Rd. Suite D
Traverse City, MI 49684-7204
tel: 231.929.7911
fax: 231.929.0433
email: info@gtrlc.org
web: www.gtrlc.org

Love the land. *Pass it on.*

October 24, 2018

Peninsula Township
Attn: Rob Manigold, Supervisor
13235 Center Road
Traverse City, MI 49686

Dear Rob,

I'm writing to inform you of a recent meeting I had with Sally Akerley and Christina Deeren. At the request of Sally and Christina the three of us met on October 17th. We discussed general monitoring protocol used by GTRLC as well as ways to address areas of improvement recently identified by the Township board, specifically a full easement stewardship program audit.

After speaking with Sally and Christina, I would recommend the Township consider creating a conflict of interest monitoring agreement in addition to or included in the proposed audit program.

A conflict of interest monitoring agreement would create the framework for an outside agency to provide the Township with assistance for monitoring, interpretation and enforcement of conservation easements for which the Township has identified a real conflict of interest.

Implementing a conflict of interest monitoring agreement as well as an audit would create a system of checks and balances similar to that used by GTRLC. As an accredited land trust our conservation easement program is subject to an audit by the Land Trust Alliance accreditation committee on a regular basis and our policies require that we get assistance from an outside organization to monitor conservation easements which have an identified conflict of interest. GTRLC currently meets this requirement through an agreement with the Leelanau Conservancy.

I would be happy to assist the Township in creating a conflict of interest monitoring agreement, as well as to provide assistance regarding an easement program audit.

I look forward to talking with you more about how best GTRLC can be of assistance.

Sincerely,

Mike Okma
Manager of Easement Stewardship



3860 North Long Lake Rd. Suite D
Traverse City, MI 49684-7204
tel: 231.929.7911
fax: 231.929.0433
email: info@gtrlc.org
web: www.gtrlc.org

Love the land. *Pass it on.*

CC:

Sally Akerley
Assessor, Peninsula Township

Christina Deeren
Director of Zoning, Peninsula Township

Glen Chown
Executive Director, Grand Traverse Regional Land Conservancy

List of Invoices

**PENINSULA TOWNSHIP
INVOICE REGISTER**

For Invoices Scheduled for Payment on: 10/30/2018 12

VENDOR INFORMATION

INVOICE INFORMATION

CHARTER COMMUNICATIONS

Amount of Invoice Paid: \$89.98
TWP MEETING HALL INTERNET

Distribution:

101-173-850.000	Communications/Telephone	89.98
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CHS

Amount of Invoice Paid: \$670.87
PROPANE FOR TWP OFFICES/TWP HALL

Distribution:

101-265-745.000	Heating Fuel	670.87
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DTE ENERGY

Amount of Invoice Paid: \$39.24
GAS HEATING FOR BIG JON

Distribution:

101-265-745.000	Heating Fuel	39.24
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PLIC-SBD GRAND ISLAND

Amount of Invoice Paid: \$115.15
LIFE INS FOR TWP EMPLOYEES

Distribution:

101-171-712.000	Hospitalization/Life Insurance	9.79
101-253-712.000	HOSPITALIZATION/LIFE INS - TREASURER	22.58
101-215-712.000	HOSPITALIZATION/LIFE INS - CLERK	22.58
101-209-712.000	MEDICAL/LIFE INS - ASSESSING	15.05
101-420-712.000	HOSPITALIZATION/LIFE INS - ZONING	15.05
101-400-712.000	HOSPITALIZATION/LIFE INSURANCE- PLAN/NIN	15.05
101-173-712.000	HOSPITALIZATION/LIFE INSURANCE - OM	15.05

ROBERT WILKINSON

Amount of Invoice Paid: \$2,930.00
CONTRACTED PARKS & TWP LAWN CARE &

Distribution:

101-265-818.CEM	Cemetery Contractual	556.70
212-000-818.000	CONTRACTUAL SERVICES- PELIZZARI	58.60
508-000-818.000	CONTRACTUAL SERVICES - LIGHTHOUSE	439.50
206-751-818.000	CONTRACTUAL SERVICES - PARKS	1,640.80
101-265-818.000	CONTRACTUAL SERVICES - GEN/BJ	234.40

Total Amount Disbursed: \$3,845.24

**PENINSULA TOWNSHIP
INVOICE REGISTER**

For Invoices Scheduled for Payment on: 10/30/2018 12

VENDOR INFORMATION

INVOICE INFORMATION

CHARTER COMMUNICATIONS

**Amount of Invoice Paid: \$139.18
INTERNET FOR FIRE STATION**

Distribution:

206-000-850.CHC	Charter Communications	139.18
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CHARTER COMMUNICATIONS

**Amount of Invoice Paid: \$164.19
INTERNET SERVICE FOR FIRE STATION**

Distribution:

206-000-850.CHC	Charter Communications	164.19
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DTE ENERGY

**Amount of Invoice Paid: \$43.02
HEATING FOR STATION 1**

Distribution:

206-000-745.000	Heating Fuel	43.02
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DTE ENERGY

**Amount of Invoice Paid: \$53.84
HEATING FOR STATION 2**

Distribution:

206-000-745.000	Heating Fuel	53.84
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PLIC-SBD GRAND ISLAND

**Amount of Invoice Paid: \$105.35
LIFE INS FOR FIRE EMPLOYEES**

Distribution:

206-000-712.000	Hospitalization/Life Insuranc	15.05
206-000-712.000	Hospitalization/Life Insuranc	15.05
206-000-712.000	Hospitalization/Life Insuranc	15.05
206-000-712.000	Hospitalization/Life Insuranc	15.05
206-000-712.000	Hospitalization/Life Insuranc	15.05
206-000-712.000	Hospitalization/Life Insuranc	15.05
206-000-712.000	Hospitalization/Life Insuranc	15.05

Total Amount Disbursed: \$505.58

Request by Fire Department to Surplus Phillips
Heartstart MRx Monitors



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



October 31, 2018

Dear Township Board,

The Peninsula Township Fire Department is requesting that the township board declare two Phillips Heartstart MRx monitors as surplus. These monitors are currently not in use for our ALS program, we are using a Physio Control monitor. The fire department is requesting we trade these monitors into Boundtree (our medical supply company) for credit (expected to be \$3000.00 to \$3500.00 apiece) towards equipment needed to upgraded both our fire engines to Basic Life Support first response. Our engines run with our ALS ambulance and in some cases, are the first to arrive at the scene of an emergency. Having the proper equipment on the engines assures that our personnel can start quality care of a patient.

I am requesting that the Township board approve this declaration of surplus. If there are any questions, please feel free to contact me.

Sincerely,



Fire Chief Fred Gilstorff

Present Transcribed Meeting Minutes

(not for approval; not provided in packet)

BUSINESS

Final Interview of Applicants for Position of Clerk

Presentation of Best Practices for Minutes (Meihn) (oral presentation)

Presentation on Weatherholt Purchase of Development Rights (Rigan)

Presentation of Fire Truck Bids with Recommendation for Purchase (Gilstorff)



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



RE: New Fire Truck Bid

October 29, 2018

New Fire Truck Bid

Request for bid sent to:

1. Westshore - gmeirer@westshorefire.com
2. Sutphen- gjones@hertiagefireequipment.com
3. Peirce- tlicoln@holtfire.net
4. CSI - spatchin@csiea.net
5. R&R Fire equipment- pwagner@charter.net
6. Ahren- Ahren@kodiak-ev.com

Bids submitted by November 1, 2018 @ 4:30 p.m.

Bids received and opened on November 1st , 2018 @ 5:00 p.m.

1. Westshore- \$ \emptyset
2. Sutphen- \$ \emptyset
3. Peirce- \$ \emptyset
4. CSI- \$ $\$ 479,656^{00}$
5. R & R - \$ $\$ 491,847^{00}$
6. Ahren- \$ \emptyset

Signed By:

Peninsula Township Clerk

Peninsula Township Fire Chief

Joanne Westphal

Joanne Westphal Date: 11-1-2018

Fred Gilstorff

Fred Gilstorff Date: 11-1-2018

Approve Cemetery Software for Clerk's Office

PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

Ph: 231.223.7322 Fax: 231.223.7117

www.peninsulatownship.com

PENINSULA TOWNSHIP CEMETERY COMMITTEE MEETING THURSDAY, OCTOBER 11, 2018, 3:00 PM PENINSULA TOWNSHIP CONFERENCE ROOM 13235 CENTER ROAD, TRAVERSE CITY MINUTES

A meeting of the Peninsula Township Cemetery Committee composed of residents and staff met on Thursday, October 11, 2018, at 3 pm.

Present were: Joanne Westphal, Chair; Bob Wilkinson, Sexton; Jenni Glysson, Resident; Beth Pack, Resident; Nancy Heller, Resident Absent: Joan Kroupa, Lola Jackson

The Committee reviewed the cemetery software offered by BS& via a webinar. BS&A representative Keegan Nixon, lead the discussion as he moved through the various features of the software. Nixon stated that basically the software is organized in a fashion that parallels other BS&A software, like General Ledger, Payroll, and Accounts Payable. It was clear that mastery of the cemetery software would not require extensive re-training of personnel in the clerk's office, since the platform was similar to all of the other software offered by BS&A. After the webinar, the committee discussed the features offered by the three software companies (Pontem; Cemsites; BS&A), including projected costs for purchase and maintenance.

To date, estimates on the cost of the three software programs are as follows:

Cemsites: \$7000.00 (2 user interface; 1 year of viewing); \$1500.00 (annual maintenance fee; license access, storage, security); \$5000-\$6000 (accounting module);
Total: \$13500.00

Pontem: No fee schedule provided; does have an accounting interface

BS&A: \$1720.00 (Site license, one-time fee; multiple users); \$345.00 (annual maintenance fee) \$425.00 (project management to implement software on-site); \$2490.00 (Two-day training session on software set-up and financial management applications)
Total \$4635.00

To help with the decision-making process, Jenni Glysson suggested that the committee outline the major goals for the software as a means for focusing the discussion. The following goals and objectives were offered by the committee members:

- Help sexton get accurate information in a **reasonable** amount of time on burials
- Help Township Clerk's office be more efficient in financial and personal transactions dealing with the cemeteries
- Allow the Township to make it easier to answer public questions about burials
- Improve record keeping in terms of completeness and accuracy
- Create up-to-date maps
- Improve accuracy and assistance in fielding questions from individuals outside of the Township
- Generate and post rules, regulations, procedures, maps, and archival materials
- Organize data and plan for the future of Peninsula cemeteries, including sharing ideas through linked websites at other cemeteries
- Provide for multi-department access (e.g., Clerk and Treasurer's offices) to information for greater ability to field questions by the public
- Ease in sharing our data with other websites, links to other cemeteries, and genealogy sites

After discussing these goals and objectives, the committee was leaning toward a recommendation that the Town Board consider purchasing the BS&A system.

Respectfully submitted,

Joanne Westphal, Clerk
Peninsula Township

(CLOSED SESSION)

Closed Session Pursuant to MCL 15.268(e)

for Discussion with Attorney Meihn

**Representing the Township in Matters Relating to
Litigation and Personnel Issues**