

Regular Town Board Meeting
Christina Deeren, Recording Secretary

PENINSULA TOWNSHIP BOARD
November 28, 2017
7:00 p.m.
Regular Town Board Meeting

1. **Call to Order:** Meeting called to order at 7:00 p.m. by Supervisor, Manigold
2. **Pledge**
3. **Roll Call:** Present: Manigold, Westphal, Achorn, Bickle, Sanders
Absent: Wunsch and Wahl (excused)
4. **Approve Agenda:** Bickle moved to approve as amended; Sanders seconded

Passed Unam

5. **Brief Citizen Comments:** Kevin Olsenhimier, 3340 4 Mile Rd., Traverse City, MI 49686: Introduced himself as the “new” Circuit Court Judge appointed by Governor Snyder for Grand Traverse County. Judge Olsenhimier is replacing Judge Rodgers. He has been distributing an informational booklet to the three county area that his judgeship covers called the Thirteenth Judicial Circuit Court Annual Report. He presented a summary of the report to the Township Board. Spoke about crime in the County in the past and present. Gave description of what types of crimes are being seen in the Court system currently and the increase in heroin, cocaine and prescription drug abuse and use.
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— October 25, 2017 Special Peninsula Town Board Meeting at 7:00 pm (clerk recommends editing before approval—these minutes were subsequently taken off the agenda), November 7, 2017 Special TB meeting 7:00 pm
 2. Reports and announcements (as provided in packet)
 - A. Officers-none
 - B. Staff
 1. David Sanger, Code Enforcement Officer Report for the month of October, 2017
 2. Sally Akerley and Christina Deeren, PDR In-field Monitoring 2nd Progress Report
 3. Brian VanDenBrand, Planner’s Update
 3. Correspondence (none)
 4. Edit list of Invoices (recommend approval)
 5. Approve Gordon Hayward’s request for in-field inspection of Vineyard Ridge Development by Gordie Frazier
 6. Approve change of date for Regular Town Board Meeting from December 26, 2017, to December 19, 2017

7. Approve renewal of employees health benefit package with Blue Cross Blue Shield as provided by Peterson-McGregor

Recommended by Westphal to remove minutes of the Oct 25 meeting for additional editing in item No.1 of the Consent Agenda. Requested by Bickle to remove item No. 5 and item No. 7 from the Consent Agenda and add to new business as item No. 4 & No. 5 Motion by Bickle to approve Consent Agenda as revised. Support by Sanders.

Passed Unam

8. Business

1. **Report by Allison O’Keefe, updating recent activities of the Old Mission Peninsula Education Foundation.** Susie Shipman, 14735 Shipman Rd., Traverse City, MI 49686; Secretary for the Old Mission Education Foundation. Allison is sick therefore unable to be present. Information presented in the packet. The Foundation would like approval to operate a Farmers Market for the months June-August beginning in 2018. Would like to showcase the community allowing local farmers to sell their products as well as local artist to market their talents. Interested in having the event on Friday evenings from 4-7 pm during these months. Requesting that the Township be involved as a Committee. **Sanders;** Thinks that this is a great idea and is excited to see somethings happening here to embrace our community. Expressed some potential conflict with Traverse City and events that are occurring during those same time frames. **Achorn:** Questioned if they would have to go before the Planning Commission or staff in order to receive a permit in order to have this activity. **Manigold;** Stated that they may have to go before the Planning Commission in order to make certain that everything is approved under the Zoning Ordinances. **Bickle;** In concept thinks that this is a great idea. Suggested that Susie get in touch with Brian VanDenBrand, Planner and Christina Deeren, Zoning Administrator in order to proceed with this.

Moved by Sanders and supported by Bickle (moved to have the Old Mission Peninsula Education Foundation speak to Township staff regarding necessary approvals to have this proposed fundraiser).

Passed Unam

2. **Approve use of Township Hall by the Old Misssion Peninsula Education Foundation for meeting on specific dates;** Susie Shipman, 14735 Shipman Rd., Traverse City, MI 49686; Secretary for the Old Mission Education Foundation. This is preliminary as the School Board has not yet voted to approve the dates of the meetings. Looking for confirmation as to the dates at the School Board meeting on December 7, 2017 as to the proposed dates outlined in the packet information. Targeting the third Thursday of each month as this date does not currently conflict with any of the Township’s scheduled meeting times.

Passed Unam

3. **Approve summer tax collection by Treasurer’s office for the Traverse Bay Area Independent School District;** **Bickle;** This is an annual tradition that the Board votes to empower the Treasurer to sign the agreement with TBISD for us to collect the taxes for the County, TCAPS and NMC. Gives the Treasurer authorization to sign the agreement with TBISD.

Moved by Westphal to approve authorization of the Treasurer to move forward to collect school property taxes. Support by Sanders.

Passed Unam

- 4. Approve Gordon Hayward, Request In-field Inspection of Vineyard Ridge Development by Gordie Frazier; Jennifer Hodges of Gordy Fraiser and Associates, Traverse City.** Thanked the Board for the opportunity to speak on some issues. The generator has been successfully installed. A call was placed to North Country power to check the status as to where things were in terms of completing the contract. Prior to closing out the project they wanted to be present for a start-up. There are some documents that are required to be signed including a maintenance agreement, warranties and other paperwork. Hopefully this will be concluded next week. In terms of the compacting station, Jennifer has been to the compactor site and stated it looked great. Asked if the feedback from citizens has been positive? **Board:** Yes, all positive. **Hodges:** We have all the proper close out documents from Elmer's, has conducted a site visit and has remained under budget. Informed the Board that there has also been some maintenance, up-keep and painting that was also done and they still came in \$1879.00 under the budgeted allowance for this project. **Manigold;** We have pre-approved up to \$40,000.00 and you have verified that everything has been done. Submittal of billing goes to Supervisor for signature and onto the Treasurer for payment. Spoke of the building and issues with the structure. New door added, new roof added as well. Commended Jennifer for the job that she had done on this project. **Westphal:** I have a question regarding the generator placement and the electrical work that Charlie Brown did. We were supposed to be getting outlets in here (old Township Hall Bldg) and grounding on this structure, and we need to make sure these things are accomplished before Charlie Brown receives compensation. **Hodges;** That was an item outside of the generator. She will check into this for the Board. Some discussion regarding this issue followed.
- Gordons request: Hodges;** Gordon had contacted me as far as the regulatory permits that you have and the storm water ordinance that is in place just to see what protocol needs to take place. Went through the SUP and the conditions that were stipulated along with the ordinance. I drafted a letter that was dated November 5, 2017. That basically defined the protocol and that the Township does have the authority to come in and act as the local agency to ensure that the storm water ordinance is complied with. GFA did do the plan review of the storm water components. Gordon prompted me to the cost to conduct those inspections ensure that the applicant is in compliance with the storm water ordinance. They will have to obtain a Soil Erosion permit. Has not yet heard from the developer if they are required to get a MPDS Notice of coverage permit as more that 5% of the land has been disturbed. The cost outlined follows the protocol of a MPDS permit with regulations on how often the site has to be inspected. She will be monitoring and documenting the storm water control with this contract between the Township and GFA which itemizes and defines what the escrow amount would have to be that would be deposited into an account so that the inspections could be done. **Westphal;** So the \$9200.00 would go into an escrow account to cover your cost in order to conduct the inspections. **Hodges:** Yes. An escrow account provides coverage in case the contractor / developer walked away from the project. The escrow would protect the Township in the event that they had to hire another contractor to come in and finish the project. Spoke about establishing vegetation during the winter season. Soil Erosion is in charge of enforcement of stabilization of the soils. **Westphal;** concerned about the exposed soils on the Phase 1 area. **Hodges;** they would have to install silt fencing and mulch areas. They would have to clean up the area and at least get some type of ground coverage. **Achorn;** What amount of additional escrow do you think is appropriate? **Hodges;** My answer at this time would only be a guess without looking back at the plans. Would be willing to review the plans and information and get back as to what would be a fair amount to request the developer to provide. **Westphal;** We are not seeing any action on the permitting part of the Agencies that are responsible for this. **Hodges;** I agree. This fact allows the Board the authority to come in and act as the agency to do that and allowing GFA to act on the Township's behalf. GFA is happy to help with this issue and assist the Township in its endeavors. **Manigold;** We would have to call the developer to establish the escrow account with the Treasurer and then the work would begin. **Hodges;** The intent is that the contract is separate between us, but I had written that letter of which you would provide to them so that the developer would know what the funds are being used for and how much would need to be deposited.

Westphal; I would then need a secondary letter for the secondary escrow that you are proposing.
Hodges; Yes.

Motion by Westphal to approve the use of Gordy Fraiser as the consultant Engineer in the regulatory process in relation to the Storm Water Ordinance, Soil Erosion control measures and in field inspections for oversight of the Vineyard Ridge Development. Supported by Sanders. (Motion was amended by Westphal to include Utility Inspection and the secondary supplemental escrow along with water and sewer).

Passed Unam

5. Approve renewal of employee's health benefit package with Blue Cross Blue Shield as provided by Peterson-McGregor. Westphal; Every year our service providers outline options relating to staff and township property. In summer, we agreed to hire Peterson-McGregor (PMG) to secure quotes on casualty, liability, and staff benefits related life and health insurance. Pension programs and other retirement benefits are handled by Burnham Flowers Agency. This is a renewal of the employee's health benefit package with Blue Cross Blue Shield and other health providers in the area (e.g., Priority Health). Brad and Marge requested that PMG show us the factors that contributed to the benefits renewal costs (current and next year) for our employees. We also wanted to know if this package was comparable to other types of packages offered by different carries like Primary Health and Blue Care Network. Different coverages offered by Blue Cross Blue Shield were also compared; we currently have the Gold level. The new handout outlines the current deductibles for the staff and what the costs of the services would look like at another level of service by Blue Cross Blue Shield. Packages were reviewed by the Clerk, Deputy Clerk and Deputy Treasurer for comparability and costs. **Bickle:** It is common best practice in the corporate world whenever there is an insurance program where you are renewing it every year. Most employers require them to come to the table with a itemized comparison so that we can say what is good or bad about a package with hard percentages to compare. We wanted them to provide us a detailed outline as to where there were any increases and why. We understand the components are market driven, pool driven and other aspects. The program that we currently have is good and fits the bill; there is nothing we could see in the other programs that made it worth changing companies. **Achorn:** We did not have the opportunity to look at different options last year so this gave us the chance this year to review some different options out there.

Motion by Sanders to accept the renewal as presented; supported by Bickle

Passed Unam

9. Citizen Comments: Susie Shipman commented on Dave Sanger's report; she wanted to give a "Thank You" to Dave for all that he is doing as it is impressive.

10. Board Comment: Westphal: Deputy Jason Hamilton will be wrapping up his past two years here on the Peninsula. Jason is being replaced with Deputy Brian Abbring, who started working with the Township as of Monday, November 27, 2017. The Board would like to thank Jason for his service and working with the Township.

11. Adjournment;

Adjournment: Motion by: Sanders to adjourn meeting. Supported by Westphal. 7:47 pm

Pass unam

