

PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

Ph: 231.223.7322 Fax: 231.223.7117

www.peninsulatownship.com

PETER A. CORREIA
SUPERVISOR

MONICA A. HOFFMAN
CLERK

DAVID K. WEATHERHOLT
TREASURER

MARK D. AVERY
TRUSTEE

JILL C. BYRON
TRUSTEE

PENELOPE S. ROSI
TRUSTEE

WENDY L. WITKOP
TRUSTEE

PENINSULA TOWNSHIP BOARD

March 28, 2016

1:00 p.m.

2nd Regular Meeting

CANCELLED

PENINSULA TOWNSHIP BOARD

March 28, 2016

9:00 a.m.

Special Meeting Agenda – Conference Room

1. **Call to Order**
2. **Pledge**
3. **Roll Call**
4. **Approve Agenda**
5. **Brief Citizen Comments – for items not on the Agenda**
6. **Conflict of Interest**
7. **Business**
 1. Transfer Equipment Sale Money to Parks \$12,069
 2. Steve Schwartz Legal Services Letter
 3. School Board Resolution (discussion and possible adoption)
 4. Consider Payment of Bills
 5. Fiscal year end budget amendments
 6. Adoption of General Fund Budget, Special Funds Budget, Fire Department Budget and appropriate resolutions
 7. Adopt fiscal year 2015/2016 calendar
8. **Citizen Comments**
9. **Board Comments**
10. **Adjournment**

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

Monica A. Hoffman CMMC/CMC
Peninsula Township Clerk

Posted: March 23, 2016

LAW OFFICES
STEVEN H. SCHWARTZ & ASSOCIATES, P.L.C.

STEVEN H. SCHWARTZ*

OF COUNSEL
KELLER THOMA, P.C.

Also admitted in Ohio*

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March 11, 2016

Ms. Monica Hoffman
Peninsula Township Clerk
Peninsula Township
13235 Center Road
Traverse City, MI 49686

Re: Legal Services

Dear Ms. Hoffman:

I am pleased that Peninsula Township requested us to represent it in connection with the petition filed with the Michigan Employment Relations Commission. This letter would also apply if eventually the Township requires assistance in negotiations of a union contract. It is our custom, at the commencement of representation of new clients, to explain the basis upon which our services are rendered. This letter will set forth our agreement with you in connection with this matter.

You have elected to retain us on an hourly basis. My current hourly rate is \$175 per hour. We typically raise our hourly rates \$5 per hour each January. You will not be charged for miscellaneous charges such as routine copying, cell phone charges and fax charges. If a substantial amount of copying of documents is required, we will discuss that with you.

We anticipate that all of our work relating to the pending petition will be done by telephone or email. That would change if you would need our assistance in negotiations. We do not charge for travel time before 8:00 a.m. or after 6:00 p.m., unless we are attending an evening meeting, in which only one way of our travel time is charged. We will attempt to coordinate meetings with mid-Michigan or northern Michigan clients to minimize travel time. If you need us to attend negotiations, I would stay at my condo in Petoskey, so there would not be a charge for lodging. Further, regardless of the amount of time spent in negotiations, preparation or travel, my fees would be capped at a maximum of \$1,200 for any given day.

Inasmuch as good communication between attorneys and clients is an essential part of effective legal representation, we will keep in close communication with you regarding the status of pending matters. We will promptly provide you with copies of all relevant documents and

STEVEN H. SCHWARTZ & ASSOCIATES, P.L.C.

Ms. Monica Hoffman
Peninsula Township Clerk
March 11, 2016
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correspondence. We will expect you to also inform us promptly of any new developments affecting your matters of which you become aware.

We understand the importance of these matters to the Township and we assure you that we will give it the attention and consideration it deserves.

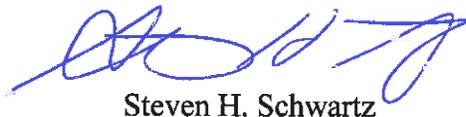
At some point after various matters are completed, under our records retention policy, you will have the choice of me sending your documents from our files, continuing to retain them or destroying them.

If this letter accurately sets forth your understanding of our legal representation of you, and you agree to its terms, please date and sign both copies of this letter, and return one copy to me.

If you have any questions concerning the nature of our services or any matter mentioned in this letter, please call me before signing and returning this letter.

We look forward to working with you.

Sincerely,



Steven H. Schwartz

SHS/dg

AGREED AND ACCEPTED this _____ day of March 2016.

Peninsula Township

Monica Hoffman, Township Clerk

**PENINSULA TOWNSHIP
RESOLUTION REGARDING OLD MISSION SCHOOL**

Resolution No. _____ of 2016

At a regular meeting of the Peninsula Township Board, Grand Traverse County, Michigan held in the Peninsula Township Hall, located in Peninsula Township, Michigan on _____, 2016.

PRESENT: _____

ABSENT: _____

The following resolution was made by _____ and seconded by

_____, to-wit:

Recitals

WHEREAS, the Old Mission School, being the only public elementary school within Peninsula Township, is a vital part of what makes Peninsula Township a cohesive multi-generational community; and

WHEREAS, the Old Mission School houses the Peninsula Township Public Library, also of vital importance to this community; and

WHEREAS, Traverse City Area Public Schools (TCAPS) is in the process of deciding whether or not to close the Old Mission School due to budgetary constraints as determined by TCAPS; and

WHEREAS, the Old Mission School is vital to the community which would, due to geography, require Old Mission School students and their parents to travel or place their children on buses to travel in excess of 20 miles to reach another existing public elementary school within TCAPS should Old Mission School close.

Resolution

NOW, THEREFORE, BE IT RESOLVED that:

The Peninsula Township Board requests that TCAPS keep the Old Mission School open as it is the only public elementary school in Peninsula Township.

BE IT FURTHER RESOLVED that:

The Peninsula Township Board requests that TCAPS consider the vitally important role that Old Mission School plays in the fabric of the Peninsula Township Community and review other cost cutting options which would result in Old Mission School remaining open for the foreseeable future.

BE IT FURTHER RESOLVED that:

The Peninsula Township Board requests that TCAPS, in considering its budget, also consider the negative impact to the community of Peninsula Township should Old Mission School be closed as being a factor just as important, if not more important, than budgetary issues within TCAPS, such that TCAPS adjusts its budget in other areas in order to keep the Old Mission School, a vitally important community feature of Peninsula Township, open.

This Resolution shall become effective on the date it is adopted.

YES: _____

NO: _____

RESOLUTION DECLARED ADOPTED.

PENINSULA TOWNSHIP

By: _____
Pete Correia, Supervisor

I, the undersigned, the Clerk of the Township of Peninsula, Grand Traverse County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality at its regular meeting held on _____, 2016, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: _____, 2016

Monica A. Hoffman, Clerk

Peninsula Township Invoice Approval Report

VENDOR	DESCRIPTION/DISTRIBUTION	AMOUNT
AVERY MARY	MILEAGE <i>101-253-870.000</i>	292.14 \$292.14
CAPITAL ONE COMMERICAL	REPAIR SUPPLIES <i>101-265-930.000</i> <i>508-000-930.000</i> <i>208-751-930.000</i>	17.95 31.46 23.99 \$73.40
CONSUMERS ENERGY	MARCH 2016 DOUGHTERY HOUSE <i>701-803-921.000</i>	8.69 \$8.69
CONSUMERS ENERGY	MARCH 2016 PENINSULA CEMETERT <i>101-265-921.000</i>	22.72 \$22.72
CONSUMERS ENERGY	MARCH 2016 TOWNHALL <i>101-265-921.000</i>	76.47 \$76.47
CONSUMERS ENERGY	MARCH 2016 OFFICE <i>101-265-921.000</i>	291.00 \$291.00
CONSUMERS ENERGY	MARCH 2016 BOWERS HARBOR PARK <i>208-751-921.000</i>	23.49 \$23.49
CONSUMERS ENERGY	MARCH 2016 BIG JON <i>208-751-921.000</i>	118.75 \$118.75
CONSUMERS ENERGY	MARCH 2016 SWANEY <i>208-751-921.000</i>	22.71 \$22.71
CONSUMERS ENERGY	MARCH 2016 FD <i>206-000-921.000</i>	520.68 \$520.68
CONSUMERS ENERGY	MARCH 2016 FD2 <i>206-000-921.000</i>	75.18 \$75.18
CONSUMERS ENERGY	MARCH 2016 LOG CHURCH <i>208-751-921.000</i>	22.71 \$22.71
CONSUMERS ENERGY	MARCH 2016 LH2 <i>508-000-921.000</i>	27.35 \$27.35
CONSUMERS ENERGY	MARCH 2016 LIGHTHOUSE <i>508-000-921.000</i>	68.98 \$68.98
CONSUMERS ENERGY	MARCH 2016 PNA <i>212-000-921.000</i>	24.57 \$24.57

VENDOR	DESCRIPTION/DISTRIBUTION	AMOUNT
CORREIA, PETER	MILEAGE AND EXPENSES	\$340.41
	<i>101-171-870.000</i>	<i>246.78</i>
	<i>101-171-960.000</i>	<i>93.63</i>
CRYSTAL FLASH PETROLEUM	301 GALS DIESEL	\$554.12
	<i>206-000-751.000</i>	<i>554.12</i>
CRYSTAL FLASH PETROLEUM	192 GALS NL	\$354.90
	<i>206-000-751.000</i>	<i>354.90</i>
DTE ENERGY	FEBRUAY 15 TO MARCH 16, 2016 BIG JON	\$156.68
	<i>208-751-745.000</i>	<i>156.68</i>
DTE ENERGY	FEBRUARY 15 TO MARCH 16, 2016 FD2	\$249.75
	<i>206-000-745.000</i>	<i>249.75</i>
DTE ENERGY	FEBRUARY 15 TO MARCH 16, 2016 FD1	\$441.84
	<i>206-000-745.000</i>	<i>441.84</i>
GT COUNTY TREASURER	FEBRUARY 2016 SEWER	\$3,721.02
	<i>590-000-818.000</i>	<i>3,721.02</i>
GT COUNTY TREASURER	FEBRUARY 2016 WATER	\$6,361.64
	<i>591-000-818.000</i>	<i>6,361.64</i>
HOFFMAN MONICA	MILEAGE AND EXPENSES	\$161.01
	<i>101-215-870.000</i>	<i>54.98</i>
	<i>101-191-870.000</i>	<i>54.98</i>
	<i>101-215-960.000</i>	<i>25.53</i>
	<i>101-191-960.000</i>	<i>25.52</i>
REARDON MICHELLE	MILEAGE	\$28.08
	<i>101-400-870.000</i>	<i>28.08</i>
WILKINSON ROBERT	MAINTENANCE MARCH 30, 2016	\$3,311.00
	<i>101-265-818.000</i>	<i>893.97</i>
	<i>208-751-818.000</i>	<i>2,417.03</i>
Total:		\$17,349.29

RESOLUTION NUMBER 2016-03-28 #1

Present:

Absent:

MOTION: to approve resolution 2016-03-28 #1 to adopt the General Fund Budget for fiscal year 2016-2017 at the department level, and to appropriate spending the budgeted money.

Upon a roll call vote, the following voted:

Aye

Nay

The chairman declared the resolution adopted.

Monica A. Hoffman
Peninsula Township Clerk

March 28, 2016

RESOLUTION NUMBER 2016-03-28 #2

Present:

Absent:

MOTION: to approve resolution 2016-03-28 #2 to adopt the Fire Department Budget for fiscal year 2016-2017 at the department level, and to appropriate spending the budgeted money.

Upon a roll call vote, the following voted:

Aye

Nay

The chairman declared the resolution adopted.

Monica A. Hoffman
Peninsula Township Clerk

March 28, 2016

RESOLUTION NUMBER 2016-03-28 #3

Present:

Absent:

MOTION: to approve resolution 2016-03-28 #3 to set the 2016-2017 millage for the Fire Department at 1.1 mil.

Upon a roll call vote, the following voted:

Aye

Nay

The chairman declared the resolution adopted.

Monica A. Hoffman
Peninsula Township Clerk

March 28, 2016

RESOLUTION NUMBER 2016-03-28 #4

Present:

Absent:

MOTION: to approve resolution 2016-03-28 #4 to adopt the Special Fund budget for fiscal year 2016-2017 at the department level, and to appropriate spending the budgeted money.

Upon a roll call vote, the following voted:

Aye

Nay

The chairman declared the resolution adopted.

Monica A. Hoffman
Peninsula Township Clerk

March 28, 2016

RESOLUTION NUMBER 2016-03-28 #5

Present:

Absent:

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting; the salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2016, the salary of the Township Clerk shall be as follows:

\$ 46,935 annually

The foregoing resolution offered by board member .

Supported by board member.

Upon a roll call vote, the following voted:

Aye

Nay

The chairman declared the resolution adopted.

Monica A. Hoffman
Peninsula Township Clerk

March 28, 2016

RESOLUTION NUMBER 2016-03-28 #6

Present:

Absent:

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting; the salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2016, the salary of the Township Supervisor shall be:

\$ 46,935 annually

The foregoing resolution offered by board member .

Supported by board member.

Upon a roll call vote, the following voted:

Aye

Nay

The chairman declared the resolution adopted.

Monica A. Hoffman
Peninsula Township Clerk

March 28, 2016

RESOLUTION NUMBER 2016-03-28 #7

Present:

Absent: **None**

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting; the salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2016, the salary of the Township Treasurer shall be:

\$44,290 annually

The foregoing resolution offered by board member .

Supported by board member.

Upon a roll call vote, the following voted:

Aye

Nay

The chairman declared the resolution adopted.

Monica A. Hoffman
Peninsula Township Clerk

March 28, 2016

RESOLUTION NUMBER 2016-03-28 #8

Present:

Absent:

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting; the salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2016 the salary of each Township Trustee shall be:

\$ 5,391 annually

The foregoing resolution offered by board member.

Supported by board member.

Upon a roll call vote, the following voted:

Aye

Nay

The chairman declared the resolution adopted.

Monica A. Hoffman
Peninsula Township Clerk

March 28, 2016

RESOLUTION NUMBER 2016-03-28 #9

Present:

Absent:

MOTION: to approve resolution 2016-03-28 #9 authorizing the Clerk and Treasurer to pay recurring bills to avoid late charges and/or finance charges, and authorizing the Supervisor to make budget amendments and authorize bills up to \$1,000 if necessary.

Upon a roll call vote, the following voted:

Aye

Nay

The chairman declared the resolution adopted.

Monica A. Hoffman
Peninsula Township Clerk

March 28, 2016

RESOLUTION NUMBER 2016-03-28 #10

Present:

Absent:

MOTION: to adopt resolution 2016-03-28 #10 authorizing the Treasurer to utilize financial institutions of his choice as provided by law.

Upon a roll call vote, the following voted:

Aye

Nay

The chairman declared the resolution adopted.

Monica A. Hoffman
Peninsula Township Clerk

March 28, 2016

RESOLUTION NUMBER 2016-03-28 #11

Present:

Absent:

MOTION: to adopt resolution 2016-03-28 #11 authorizing the Treasurer's Office to access On-Line Banking through Traverse City State Bank and Chemical Bank

Upon a roll call vote, the following voted:

Aye

Nay

The chairman declared the resolution adopted.

Monica A. Hoffman
Peninsula Township Clerk

March 28, 2016

PENINSULA TOWNSHIP FISCAL 2016-2017 REGULAR MEETING DATES

	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March
Town Board	12 th	10 th	14 th	12 th	9 th	13 th	11 th	*15 th	13 th	10 th	14 th	14 th
Town Board**	25 th	23 rd	27 th	25 th	22 nd	26 th	24 th	28 th	Holiday	23 rd	27 th	27 th
P.C.	18 th	16 th	20 th	18 th	15 th	19 th	17 th	21 st	19 th	*23 rd	*27 th	20 th
Z.B.A.	14 th	12 th	9 th	14 th	11 th	8 th	13 th	10 th	8 th	12 th	9 th	9 th
Park Commission	6 th	4 th	1 st	6 th	3 rd	7 th	5 th	2 nd	7 th	4 th	1 st	1 st
Fire Board	4 th	2 nd	6 th	*11 th	1 st	*12 th	3 rd	7 th	5 th	2 nd	6 th	6 th

All meetings are held at the Town Hall at 7:00 pm unless otherwise posted. Note: All meeting dates are tentative.

* Meeting changed from originally scheduled date.

** Meetings to be held at 9:00 a.m. in the Conference Room.

Monica A. Hoffman
Clerk

Posted: March 31, 2016