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

REGULAR TOWNSHIP BOARD MEETING
August 9, 2016
7:00 p.m.
Township Hall
Agenda

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. **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. Reports and Announcements (as provided in packet)
   A. Officers – Clerk, Supervisor, Treasurer
   B. Departmental – Planning Commission, Zoning Board of Appeals, Attorney, Engineer, Library, Park Commission and Township Deputy.
2. Correspondence (as provided in packet)
3. Edit lists of invoices (recommend approval)
4. Meeting Minutes
   July 12, 2016 Regular Meeting
   July 13, 2016 Special Joint Township Board, Planning Commission, Zoning Board of Appeals and Park Commission Meeting
   (recommend approval)
5. July 2016 Payroll (recommend approval)
6. Founder's Day Celebration (recommend approval)
7. Sweet Adelines Request to Use Station 2 (recommend approval)

8. **Township Board Business**

1. Update on Court Case – Kahn (Closed Session with Legal Counsel in Township Conference Room)
2. Public Hearing for Braemar Estate SAD (to be tabled pending the resolution of easements and Road Commission concerns over additional improvements)
3. Park Commission Request for Consumers Energy to Shield Streetlights
4. Bob Wilkinson's Contract – Memo and Bid Process
5. Ward ZBA Fee Refund Request and Petzold ZBA Fee Refund Request
6. 2016 Pharagmites Report and Contract

7. Bonobo Update
8. Park Commission Request to Transfer Money From Park Fund Balance for Restoration at Hessler Log Cabin
9. Station 1 Tower Fence – Review and Accept Quote
10. Allison O'Keefe requested for Meeting with Township Board and TCAPS Regarding Old Mission Public School

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.

Treasurer's Report

8/3/2016

To: Peninsula Township Board

Re: Treasurer Report for August Board meeting

Fellow Board Members:

Find Cash Balance Sheet attached.

I welcome any questions or comments.

David K. Weatherholt

Peninsula Township Treasurer

08/04/2016

CASH SUMMARY BY FUND FOR PENINSULA TOWNSHIP

Fund	Description	Ending Balance 07/31/2016
101	GENERAL FUND	435,574.71
206	Fire Fund	167,854.39
207	Police Fund	108,580.76
208	PARKS/HASSEROT/BHP/ARCHIE/BIG JON	151,674.38
211	Bata/Sr. Center	23,223.29
212	Pelizzari Natural Area	252,303.51
213	HESSLER LOG HOME	12,352.86
215	DOUGHERTY HOUSE	8,690.62
225	Summer Tax Collection	(127.03)
245	Roads	(552.66)
248	Building Fund	2,591.12
297	Purchase of Development Rights	1,638,791.50
298	Cable Council Fund	442,498.49
301	Debt Service Fund	1,682.55
502	Tower Fund	515,216.13
508	Lighthouse Fund	34,501.38
509	LIGHTHOUSE GIFT SHOP	119,063.59
590	Sewer Fund	237,313.99
591	Water Fund	580,738.96
592	Franklin Woods Sewer	0.00
593	Sewer & Water Projects	0.00
594	Harbor Reach Road	23,485.81
596	Compactor Station	25,454.77
701	Trust and Agency	45,030.18
703	Tax Collection	223,188.44
708	Library Trust and Agency Fund	440,022.67
727	Employees Medical Benefit Fund	530.76
750	Payroll Imprest Fund	25,267.33
	TOTAL - ALL FUNDS	5,514,952.50

Clerks Report – Township Board Meeting

August 4, 2016

We had a 50% voter turnout for the primary, which is average for Peninsula Township.

Monica A. Hoffman CMMC / CMC

Peninsula Township Clerk

Clerks Report August 9,2016 meeting.docx

Peninsula COMMUNITY LIBRARY

AUGUST 2016 REPORT

Director's Report

Statistics for July

Circulation July 2016 – 3067
Circulation July 2015 – 3752
Outgoing Hold Transits – 686
Incoming Hold Transits – 131
Internet Users – 399 + 79 (TCAPS Units)
Reference Questions – 381
Special Requests – 9
New Card Registrations – 18 (Temp. 5)
Manual Checkouts - 98
Volunteer Hours – 36 Hours, 9 Volunteers
Garden Volunteers – 2 Hours, 4 Volunteers
Student Volunteers – 0 Hours, 0 Volunteers

July Activity Attendance
(555 @ 19 programs)

Kevin Kammeraad SRC - 37
Table Crafts - 137
Pageturners Book Club – 14
Yoga - 33 (4 sessions)
Field Day SRC Kids - 71
Reading Dog – 13 (2 sessions)
Steph Open House – 28
Tech Help – 2
Teen Game Night SRC - 17
Evening Story Hour - 4
Mulebone Concert Adult SRC- 63
Board Game Mania SRC - 6
Joel Tacey SRC Kids - 37
Teen Movie Night SRC - 6
Ice Cream Social – 87

ODDS AND ENDS

Rent – The PCL Board is in the process of negotiating a rental fee for space, utilities and services in Old Mission Peninsula School. The initial offer was more than 130% higher than what we have been paying since 2006 and our attorney's concern is that the space we occupy is co-occupied simultaneously by the school library. Hence, utilities and services on the space need to happen regardless. In addition, the contract is offered for two years only, a vital concern for PCL. TCAPS has chosen not to have the contract drawn up or reviewed by their attorney and PCL also has concerns over the contract's wording.

Old Mission Peninsula School – As of August 1, we still do not know the status of the anonymous donation to OMPS or of the closing of the school. We will keep you informed.

Book Sale – Final figures are not yet in, but this year's Friends of PCL book sale seems to have set a record profit. Net income is well over $5000.00!

Labor Day – PCL will be closed Labor Day Weekend Saturday, Sunday and Monday.

Just a reminder that when Traverse City Area Public Schools are closed due to weather, PCL is also closed.

send to Maurice

Planning Commission Report to Town Board – July 2016

The Planning Commission met twice on June 20th, first to review Articles 3-4 of the proposed Zoning Ordinance and second to hold our regular PC meeting.

Article 3 described the individual zoning districts and permitted uses with no changes from current descriptions. Article 3 also included the shoreline, airport and neighborhood overlay districts.

Article 4 was the Schedule of Regulations chart, very similar to the current Zoning Code

At our regular business meeting at 7pm, the 81 Development Group introduced another preliminary plat. We had a brief overview and discussed some of the concerns. The developer is to submit all material to the township by June 27th for a July 18th Public Hearing. We know the site fairly well from previous proposals.

Vineyard Ridge PUD was introduced. This site is directly opposite of the Pellizarri parking lot. It will consist of 41 house sites on 27 acres of property (R-1C zoning). The PC had a walking tour throughout the property recently.

Penny Rosi

Bowers Harbor Park Enhancement and Expansion – Planning Update

The Park Commission engaged the services of planning firm Beckett & Raeder to carry out Phase 1 planning of the BHP Expansion, which includes the preparation for and facilitation of an initial public input meeting, and synthesis and reporting of the meeting results. The BHP Expansion Committee scheduled this initial meeting for Thursday, August 18, 2016 at 7:00 p.m. The gym at Old Mission Peninsula School will be utilized for the meeting.

The initial late-July target was pushed into August to accommodate adequate preparation and advertising timelines, and to ensure the date didn't fall within a week full of other township meetings (dates within August 8 to 12 were rejected). A second public input meeting has yet to be scheduled, but the Committee will be looking at future steps in coming meetings.

The BHP Expansion Committee created an 8.5 x 5.5 postcard advertising the initial public input meeting for mailing to all peninsula residents. Additional advertising is being pursued through community publications and message boards and local media outlets.

Expenditures to Date:

Planning support (phase 1)	$ 4980.00 (not yet invoiced)
Public meeting postcard 4000ct.	$ 656.00
Direct mail addressing for postcard	$ 316.30
Postage for postcard	$ 720.99
TCAPS for use of OMPS gym	$ 75.00
Total	$ 6748.29

Peninsula Township
Invoice Approval Report

08/03/2016 03:37 PM

VENDOR	DESCRIPTION/DISTRIBUTION		AMOUNT
ACENTEK	PHONES		$567.31
	206-000-850.000	*44.23*	
	101-253-850.000	*43.00*	
	206-000-850.000	*36.40*	
	206-000-850.000	*40.68*	
	101-173-850.000	*39.19*	
	101-209-850.000	*80.98*	
	101-400-850.000	*55.83*	
	101-420-850.000	*39.04*	
	101-191-850.000	*23.58*	
	101-215-850.000	*23.57*	
	101-173-850.000	*51.86*	
	101-173-850.000	*51.84*	
	508-000-850.000	*36.01*	
	101-173-850.000	*1.10*	
ACENTEK	LH INTERNET		$52.56
	508-000-850.000	*52.56*	
AVERY MARY	MILEAGE		$358.02
	101-253-870.000	*275.40*	
	508-000-870.000	*82.62*	
BARBARA BERTHELSEN	AUGUST 2, 2016 ELECTION		$133.25
	101-191-707.000	*133.25*	
BARBARA SOULLIER	AUGUST 2, 2016 ELECTION		$243.75
	101-191-707.000	*243.75*	
BAY SUPPLY AND MARKETING INC	UNIFORMS		$1,226.50
	206-000-935.000	*1,226.50*	
BAY SUPPLY AND MARKETING INC	FLAG		$19.40
	206-000-726.000	*19.40*	
BILLIE FROST	AUGUST 2, 2016 ELECTION		$149.50
	101-191-707.000	*149.50*	
BLOXSOM ROOFING AND SIDING	FIRE STATION 2 ROOF		$20,090.00
	206-000-930.000	*20,090.00*	
BRAKE & ALIGNMENT PLUS	CHECK BRAKES REPAIR EXHAUST 2005 CHEVY		$262.48
	206-000-939.000	*262.48*	
BURNS CAROLYN	AUGUST 2, 2016 ELECTION		$255.00
	101-191-707.000	*255.00*	

VENDOR	DESCRIPTION/DISTRIBUTION		AMOUNT
CHARTER COMMUNICATIONS	AUGUST 2106 TOWN HALL		$64.98
	101-173-818.000	*64.98*	
CHARTER COMMUNICATIONS	AUGUST 2016 OFFICE INTERNET		$89.98
	101-173-850.000	*89.98*	
CHARTER COMMUNICATIONS	FD INTERNET		$79.99
	206-000-818.000	*79.99*	
CITY OF TRAVERSE CITY	HAZ MAT PARTICIPANT		$395.00
	206-000-818.000	*395.00*	
CRAIG'S BODY SHOP	07 GMC		$367.06
	206-000-939.000	*367.06*	
CRYSTAL FLASH PETROLEUM	319.2 GALS		$604.23
	206-000-751.000	*604.23*	
CRYSTAL FLASH PETROLEUM	109.9 GALS		$206.83
	206-000-751.000	*206.83*	
DANIELS HARRY	AUGUST 2, 2016 ELECTION		$227.50
	101-191-707.000	*227.50*	
DEWEESE HARDWARE	SUPPLIES		$49.01
	206-000-726.000	*49.01*	
DEWEESE HARDWARE	ROPE AND TRASH BAGS		$43.96
	206-000-726.000	*43.96*	
DIANE O'BRIEN-SHAFFER	AUGUST 2, 2016 ELECTION		$201.50
	101-191-707.000	*201.50*	
DISH NETWORK	TV SERVICE		$207.01
	206-000-818.000	*207.01*	
E.S.R.I. INC.	ARCGIS 2016-2017		$400.00
	101-400-818.000	*400.00*	
FRONTLINE SERVICES, INC	ENGINE 2		$1,215.46
	206-000-939.000	*1,215.46*	
FRONTLINE SERVICES, INC	RESCUE		$376.43
	206-000-939.000	*376.43*	
FRONTLINE SERVICES, INC	TANKER 1		$2,189.13
	206-000-939.000	*2,189.13*	
FRONTLINE SERVICES, INC	TANKER 2		$346.22
	206-000-939.000	*346.22*	
FRONTLINE SERVICES, INC	ENGINE 1		$841.31
	206-000-939.000	*841.31*	

VENDOR	DESCRIPTION/DISTRIBUTION		AMOUNT
FRONTLINE SERVICES, INC	HISTORICAL		$1,928.46
	206-000-939.000	*1,928.46*	
FRONTLINE SERVICES, INC	HISTORICAL		$943.35
	206-000-939.000	*943.35*	
FRONTLINE SERVICES, INC	HISTORICAL		$987.23
	206-000-939.000	*987.23*	
FRONTLINE SERVICES, INC	HISTORICAL		$397.42
	206-000-939.000	*397.42*	
FRONTLINE SERVICES, INC	HISTORICAL		$1,023.44
	206-000-939.000	*1,023.44*	
FRONTLINE SERVICES, INC	HISTORICAL		$942.92
	206-000-939.000	*942.92*	
FRONTLINE SERVICES, INC	HISTORICAL		$506.70
	206-000-939.000	*506.70*	
GOODE JON	AUGUST 2, 2016 ELECTION		$250.25
	101-191-707.000	*250.25*	
GOODE LINDA	AUGUST 2, 2016 ELECTION		$250.25
	101-191-707.000	*250.25*	
GOVERNMENTAL BUSINESS SYSTEMS	30 PROV ENV AND NOTICE, 3 PROV STORAGE ENV AND 3 SPOILED		$45.81
	101-191-726.000	*45.81*	
GOVERNMENTAL BUSINESS SYSTEMS	6 APP TO VOTE PADS AND 20 BALLOT BOX TAGS		$32.65
	101-191-726.000	*32.65*	
GRAND TRAVERSE ATHLETIC CLUB	FREE WEIGHTS AND RACK		$500.00
	206-000-673.000	*500.00*	
GT COUNTY TREASURER	SHERIFF JULY-SEPT 2016		$19,604.25
	207-000-818.000	*19,604.25*	
GT COUNTY TREASURER	JUNE 2016 WATER		$12,363.08
	591-000-818.000	*12,363.08*	
GT COUNTY TREASURER	JUNE 2016 SEWER		$7,107.46
	590-000-818.000	*7,107.46*	
JENNIFER VENEGONI	AUGUST 2, 2016 ELECTION		$126.75
	101-191-707.000	*126.75*	
KING FRANCES	AUGUST 2, 2016 ELECTION		$227.20
	101-191-707.000	*227.20*	
KOPY SALES, INC.	MAINTENANCE		$40.00
	206-000-818.000	*40.00*	

VENDOR	DESCRIPTION/DISTRIBUTION		AMOUNT
LEONARDO'S TREE SERVICE	BOHEMIAN CEMETERY TREE REMOVAL		$4,200.00
	101-265-930.000	*4,200.00*	
LINGER JEAN	AUGUST 2, 2016 ELECTION		$227.50
	101-191-707.000	*227.50*	
LINGER MICHAEL	AUGUST 2, 2016 ELECTION		$227.50
	101-191-707.000	*227.50*	
LIVE ACTION SAFETY	ABDONINAL BANDAGE		$49.63
	206-000-932.000	*49.63*	
MARILYN ELLIOTT	AUGUST 2, 2016 ELECTION		$201.50
	101-191-707.000	*201.50*	
MCKENNA ASSOCIATES	ZO SERVICES		$2,632.64
	101-400-818.000	*2,632.64*	
MCLAIN CYCLE AND FITNESS	SIERES 7 SMITH MACHINE		$8,219.00
	206-000-673.000	*8,219.00*	
MILLS CONSTRUCTION SERVICES	OFFICE, TOWNHALL AND FD2 ROOF REPAIR STORM DAMAGE		$29,274.00
	101-265-930.STM	*29,274.00*	
MUNSON OCCUPATION HEALTH & MED	PHYSICAL		$482.08
	206-000-828.000	*482.08*	
MUNSON OCCUPATION HEALTH & MED	PHYSICAL		$304.04
	206-000-828.000	*304.04*	
MUNSON OCCUPATION HEALTH & MED	PHYSICAL		$725.08
	206-000-828.000	*725.08*	
NANCY DAVY	AUGUST 2, 2016 ELECTION		$201.50
	101-191-707.000	*201.50*	
NORDFJORD NANCY	AUGUST 2, 2016 ELECTION		$307.50
	101-191-707.000	*307.50*	
NORTHERN OFFICE EQUIPMENT	BIZHUB COPIES		$444.59
	101-173-818.000	*444.59*	
NORTHLAND COMPUTERS, INC	IT NOTEBOOKS		$100.00
	206-000-850.000	*100.00*	
NYE UNIFORM	UNIFORMS		$109.04
	206-000-935.000	*109.04*	
NYE UNIFORM	FLEXFIT		$194.89
	206-000-935.000	*194.89*	
PENINSULA COMMUNITY LIBRARY	EXPENSES		$12,000.00
	708-000-223.000	*12,000.00*	

VENDOR	DESCRIPTION/DISTRIBUTION		AMOUNT
PENINSULA MARKET	PROPANE FD		$24.37
	206-000-751.000	*24.37*	
PHOENIX SAFETY OUTFITTERS	UNIFORMS		$141.86
	206-000-935.000	*141.86*	
PHOENIX SAFETY OUTFITTERS	UNIFORMS		$1,544.14
	206-000-935.000	*1,544.14*	
PHOENIX SAFETY OUTFITTERS	UNIFORMS		$915.86
	206-000-935.000	*915.86*	
PRINTING SYSTEMS	1000 INNER AVE ENV		$204.43
	101-191-726.000	*204.43*	
PRINTING SYSTEMS	1000 VOTER ID CARDS		$150.84
	101-191-726.000	*150.84*	
PRINTING SYSTEMS	1000 AV OUTER ENV		$203.63
	101-191-726.000	*203.63*	
PURE WATER WORKS	6 SALT		$55.40
	101-265-726.000	*55.40*	
RAPHAEL CAROL	AUGUST 2, 2016 ELECTION		$307.50
	101-191-707.000	*307.50*	
ROBERT VENEGONI	AUGUST 2, 2016 ELECTION		$182.00
	101-191-707.000	*182.00*	
SHEREN PLUMBING AND HEATING	WASHER INSTALLS		$3,058.00
	206-000-930.000	*3,058.00*	
SHIRLEY BAYLIS	AUGUST 2, 2016 ELECTION		$255.00
	101-191-707.000	*255.00*	
SMIELEWSKI JAMES	MEDICAL CEU		$150.00
	206-000-960.000	*150.00*	
STATE OF MICHIGAN	LICENSE RENEWAL		$150.00
	206-000-958.000	*150.00*	
SUSAN CRAMPTON	AUGUST 2, 2016 ELECTION		$227.50
	101-191-707.000	*227.50*	
SUSAN SHOOLTZ	AUGUST 2, 2016 ELECTION		$133.25
	101-191-707.000	*133.25*	
TELE-RAD	CONTROL		$755.00
	206-000-851.000	*755.00*	
TIME EMERGENCY EQUIPMENT	GOGGLE		$7,605.00
	206-000-935.000	*7,605.00*	

VENDOR	DESCRIPTION/DISTRIBUTION		AMOUNT
WACLAWSKI SHIRL	AUGUST 2, 2016 ELECTION		$303.75
	101-191-707.000	*303.75*	
WENDA WARREN	AUGUST 2, 2016 ELECTION		$223.25
	101-191-707.000	*223.25*	
		Total:	**$155,031.86**

PENINSULA TOWNSHIP BOARD
REGULAR MEETING
July 12, 2016

Meeting called to order at 7:00 p.m.

PRESENT: Correia, Hoffman, Avery, Rosi, Byron and Witkop
ALSO PRESENT: **Peter Wendling**, Township Attorney, **Michelle Reardon**, Director of Planning and Zoning and **Deb Hamilton**, Recording Secretary
ABSENT: Weatherholt (Excused)

CHANGES/ADDITIONS TO AGENDA
MOTION: Hoffman/Avery to approve agenda as presented.

Witkop said she provided a letter from a videographer. He would like to video the July 28, 2016 meeting. There was Board consensus to let him video tape that meeting or another if that meeting is cancelled. **Byron** asked about paving of the shoulders on Peninsula Drive. **Correia** said during Board Comments he will ask if the board had a chance to look at the area. **Byron** also asked about Kahn update. **Hoffman** said Todd Millar will be attending the August 9, 2016 meeting, requested a closed session and during the open session he asked the Board to appoint two Township Board members to attend the mediation. **Rosi** asked if Millar could come to a different meeting. **Hoffman** will contact Millar. **Witkop** asked to add Wilkinson Resignation letter as Business Item #3.

AMENDED MOTION: Hoffman/Avery to approve agenda as amended.
Roll Call Vote: Rosi-yes, Witkop-yes, Correia-yes, Hoffman-yes, Byron-yes and Avery-yes
PASSED UNAN

BRIEF CITIZEN COMMENTS (FOR ITEMS NOT ON THE AGENDA)
Vicky Shurly, Peninsula Community Library Director and Resident, introduced Gail Parsons, Director of Traverse Area District Library (TADL). *Gail Parsons, Director of TADL*, spoke about the county wide millage that supports six facilities. For more information visit TADL.org

Ross Childs, 6355 Franklin Woods Dr., read a letter that addressed a letter recently sent to voters by Dr. Dan Lathrop.

Marc Santucci, 11789 Center Rd., said when making zoning changes the Township needs to look at the impact of changing technology, changing life styles and changing economics. He is concerned about the changes to the definition of Bed and Breakfast Establishments. He asked the Board before making the changes to look at the purpose of zoning and then do no harm.

Louis Santucci, 12602 Center Rd., said he submitted a letter about Bed and Breakfasts to the Board today. The future of Michigan and specifically Old Mission Peninsula is agritourism. It is not just growing grapes and cherries but adding things like Airbnb to that business.

Jim Komendera, 4168 Rocky Shore Trail, passed out soil test done in 2013 on a Westwind Road property. Komendera said we do not know what is in the soil on The 81. He asked the Township to demand a soil test to be done before construction on The 81.

CONFLICT OF INTEREST
None

CONSENT AGENDA
1. Reports and Announcements (as provided in packet)
   A. Officers – Clerk, Supervisor, Treasurer
   B. Departmental – Planning Commission, Zoning Board of Appeals, Attorney, Engineer, Library, Fire Board, Park Commission and Township Deputy.
2. Correspondence (as provided in packet)
3. Edit List of Invoices and additions
4. Meeting Minutes
   June 14, 2016 Regular Meeting
   June 28 2016 2nd Regular Meeting
5. June 2016 Payroll

MOTION: Avery/Byron to accept the Consent Calendar Agenda as presented.
Roll Call Vote: Witkop-yes, Correia-yes, Hoffman-yes, Byron-yes, Avery-yes and Rosi-yes
PASSED UNAN

BUSINESS
1. Braemar Special Assessment District - Public Hearing
Wendling said the Public Hearing has been noticed. He recommends the public hearing be continued into the next month because of last minute issues. There were numerous informational meetings that occurred as to how this project would be put together including the retention of existing culverts under Peninsula Drive. Wendling said Mr. Cook, Road Commission, attended those meetings and was aware of the plans. Mr. Cook sent an email stating that he wants a different set of tubes put through Peninsula Drive. This needs to be addressed because it will change cost estimates. This is a Township function not a Road Commission function and there is an agreement with the Road Commission that they are going to participate in these SADs. The formula we agreed to is 11.5% on behalf of the Road Commission. The Township decides what plans to approve for the infrastructure that will result in the storm drainage system and its maintenance in the future. There is a provision if that Road Commission feels it is not being maintained and the Township Engineer disagrees the issue will go to third party engineer for decision. The culvert issue is not going to stop SAD but needs to be addressed. Tonight we will open the public hearing and then continue the public hearing at the next meeting and publish notice so the public is aware of the public hearing. Another issue the Township can begin discuss is what percentage should the Township contribute and initial funding. **Rosi** asked when the continuation of the public hearing will be. **Wendling** said he hoped sooner rather later. Notice should be in the paper and on the website although not required. **Rosi** asked how the calculation of the amount of water on the road and the Township responsibility. **Byron** asked what other township or county has done this and where and what problems and successes they have had. *Brian Boals, Township Engineering*, said regarding the allocation of cost. The Road Commission wants to use the State of Michigan drain district calculation procedure. They have put a spreadsheet together, ran numbers for hard surface and came up with 11.5% for the Road Commission. Boals said putting structures on the end of the existing culvert, head walls, drainage structures in place, regrade and reestablish the ditch that leads down to Peninsula Drive and put cobble stone in so it is armored for the future. We estimate the project to be $186,000. They have been working on easements. **Byron** asked who is

responsible for the changes in culverts. **Wendling** said the existing culverts were the Road Commission responsibility. When the presentation was made it was clear these existing culverts would be used. The maintenance of those existing culverts would be part of the SAD. **Byron** asked why not requiring them to be corrected on the front end of project. **Wendling** said because engineering plan showed they did not need to be corrected. *Boals* said when maintained and debris removed those culverts can pass the flow. There is not a lot of development potential in the area. **Byron** asked why doing a SAD when all need is to be maintained and cleaned. **Wendling** said the alterative was the Road Commission saying it was not adequate and a drain district imposed. This is a citizen petition. If not done the Drain Commission would come in and take the control away from the Township. **Witkop** said it is clear that the problem is bigger than the Road Commission culverts. It is interesting that the Road Commission is bringing the culvert issue up now. It is great for them that these culverts could be replaced at the expense of the District. This is the Township's district and if our engineering thinks the current culverts will work we have the option to do that. *Boals* said we still need a permit from the Road Commission. **Avery** asked if the heaviest snow fall and spring thaw has been taken into consideration. *Boals* said yes and to address Byron's question. There is a similar situation in Sault St. Marie that he has been keeping his eye on but this situation it is not common. *Sally Akerley, Township Assessor*, said we have a strong percentage of owner approval, 78% by number of total parcels. She recommended the Board if they have questions or concerns to send them along to her and she will get the answers. **Byron** said need to do through job on drainage of new developments.

Correia opened the Public Hearing 8:06 p.m.

Joe Quandt, 412 S. Union and lives in Old Mission Estates, said this process started because his neighbors and he were concerned about having a County Drain imposed upon them. His neighbors and he overwhelmingly support this as a mechanism to deal with drain issues rather than having a County drain.

Kevin McElyea, County Drain Commissioner, said this is necessary. The residents and Township officials all requested to try this as a local project. He supports what the residents want. There are two County Drain Districts in Peninsula Township, one at the tip of Old Mission by Haserot Park and one at Timberlane Drive. Those have not been controversial and his 12 years as Drain Commissioner he has never to make assessments. He recently worked on Cass Road Drain District. He has currently secured six easements at the cost of $1 each for Cass Road Drain District. His estimate of cost for Braemar was $85,000 for drain and about $12,000 for administration, design, easement costs. It should have been about a $100,000 drain.

MOTION: Byron/Witkop to continue the Public Hearing at the August 9, 2016 Township Board meeting.
Roll Call Vote: Correia-yes, Hoffman-yes, Byron-yes, Avery-yes, Rosi-yes and Witkop-yes
PASSED UNAN

2. Policy & Procedures Page 2 – Changes (recommend re-adoption)
Hoffman explained changes to Policy & Procedures regarding Township Board meeting dates and times.

MOTION: Byron/Witkop to approve changes to times Section 2.5 of Policy & Procedures.
MOTION PASSED

3. Wilkinson Resignation Letter
Hoffman said she and Correia will be meeting with Sanders and Shipman of Park Commission and Wilkinson. Wilkinson is having trouble finding help and the distance traveled. **Witkop** said Wilkinson does a great job and

asked if some of his duties be done by someone else. **Hoffman** said it can be split out to a landscaping service and snow plowing service. **Byron** asked did we consider changing the contract with Wilkinson. **Hoffman** said we can talk to Wilkinson about that and please email her with any ideas.

CITIZEN COMMENT
None

BOARD COMMENTS
Avery said he felt the Fire Department's Fill the Boot Campaign was great. **Byron** said it was going on south of the Township. **Witkop** said the Fill the Boot campaign was for the Muscular Dystrophy Association. **Rosi** asked about Haserot Beach parking issues. **Correia** said the Park Commission will need to handle that.
Avery asked about Old Mooring place. **Reardon** said Tim Shriner of the DNR wants to get together with the Township this month. **Hoffman** said regarding meeting minutes. She feels the Recording secretaries are doing a good job.

Nancy R. Heller, 3091 Blue Water Rd., said she has no objection to the Fire Department collecting money but the citizens cannot collect because it goes against the ordinance. It needs to be a level playing field.

Rosi said the Bowers Harbor Park Expansion Committee has scheduled a public meeting for August 18, 2016.

Reardon said Jim Young requested a meeting when the The 81 PUD is the only topic. Dates Mr. Young suggested are August 17, 18, 19 or 22. Byron and Hoffman suggested the August 23 Township Board 2nd regular meeting. **Hoffman** asked about change in location for that meeting. **Reardon** said will be looking at other venues to accommodate a large number of people.

MOTION: Avery/Witkop to adjourn at 8:32 p.m.

MOTION PASSED

Respectfully Submitted,
Deb Hamilton, Recording Secretary

These minutes stand to be approved at the next meeting scheduled for August 9, 2016

Peninsula Township Board/Planning Commission
Zoning Board of Appeals/Park Commission

Special Joint Meeting – Township Hall

July 13, 2016 – 7:00 p.m.

Meeting called to order at 7:00 p.m.

Present: Town Board - Correia, Hoffman, Byron, Rosi and Witkop
Planning Commission: Leak, Peters, Serocki, Hornberger, Couture, Rosi and Wunsch
Zoning Board of Appeals: VIda, Soutar, Witkop, Wunsch, and alternates, Snow and Elliott
Park Commission: Sanders, Shipman, Skerski, and Griffiths
Also present: Attorney Jim Young

Absent and excused: Avery, Weatherholt, Cowall and Andrus

1. Call to order
2. Pledge
3. Roll Call
4. Approve Agenda

Motion: Byron/Rosi to approve agenda. Passed Unan
Motion: Hornberger/Wunsch to approve agenda Passed Unan
Motion: Vida/Witkop to approve agenda Passed Unan
Motion: Shipman/Skurski to approve agenda Passed Unan

5. Brief audience comments for items not on the agenda.

Nancy Davy 14713 Shipman Rd., T.C. Davy read a statement regarding land splits, easements, and the OHWM (Ordinary High Water Mark) and commented about the land split that was done for Correia.

Louis Santucci 12602 Center Rd., T.C. was concerned with being limited to 3 minutes per person for public comment. He was concerned that the attorney here this evening is the same one that sat through the meetings with regards to the previous speakers comments…however, he was not sure.

6. Conflict of Interest - None for all boards and commissions

7. Business

<u>1. Code of Ethics/Conflict of Interest/Policies and Procedures – Review with Township Attorney</u>

Young gave a brief background of his work stating that 99% of his work is municipalities.

Young talked about appearance of impropriety, and the difference between Legislative and Administrative decisions. Administrative decisions are easier to overturn than Legislative. Young provided the boards and commissions with really life examples. Young boards and commissions should follow the standards and look at the Zoning Ordinance and the Master Plan.

Young stated that board and commissions members should not be talking with supporters or opponents outside of the public meeting, and said that electronic media, email should not be done either.

Young said Town Board members should not be making zoning decisions, such as SUP (Special Use Permits) that Township's need a well-trained Planning Commission this is their job. He said a wiser course of action is to have Planning Commission making these zoning decisions following the Zoning Ordinance and the Master Plan.

Young asked Hoffman to read the "Code Of Ethics". then took questions from the boards and commissions.

Young was asked about taking campaign contributions. Young said people have a legal right to do so.

Byron asked about "liking" a Facebook page during a recent decision and that she had to recuse herself, but was not informed by council that attended the meeting that she could then participate in the public hearing process. Young said she could have and is going to review the details and get back to the Byron on this.

Shipman asked about the Township Attorney bringing the Finding of Facts to the boards and commissions. Young said that the boards and commissions needs to review them the Findings and that they are being met.

Witkop asked about board members and commissioners recusing themselves. Young said to disclose it, so it is on the record and if needed get a legal opinion of the conflict.

8. Citizen Comments - none
9. Board Comments - Leak, stated he was happy that none of the Planning Commission members do not have any hidden agendas.
Sanders, the meeting was very helpful.

Motion: Byron/Witkop to adjourn. Passed Unan
Motion: Wunsch/Peters to adjourn. Passed Unan
Motion: Soutar/Wunsch to adjourn. Passed Unan
Motion: Shipman/Skurski to adjourn. Passed Unan

Adjournment - 8:35 p.m.

Respectfully Submitted

Monica A, Hoffman CMMC/CMC
Township Clerk

Employee Hours and Gross by GL Number Report
For Check Dates 07/01/2016 to 07/31/2016

Pay Code ID	Distribution	Sup Hours	Reg Hours	Reg Gross	Ot Hours	OT Gross	Gross	Check Date
10001 - ABBOTT, MARY ANN								
HOURLY	101-191-707.000	0.00	14.00	154.42	0.00	0.00	154.42	07/15/2016
MEETING	101-101-818.000	1.00	0.00	120.00	0.00	0.00	120.00	07/15/2016
MEETING	101-410-818.010	1.00	0.00	120.00	0.00	0.00	120.00	07/29/2016
MEETING	101-430-818.010	1.00	0.00	120.00	0.00	0.00	120.00	07/15/2016
	Employee Totals:	3.00	14.00	514.42	0.00	0.00	514.42	
10005 - AKERLEY, SALLY A								
MEETING	101-209-703.000	1.00	0.00	80.00	0.00	0.00	80.00	07/15/2016
SALARY	S. AKERKEY	0.00	0.00	2,439.00	0.00	0.00	2,439.00	07/15/2016
SALARY	S. AKERKEY	0.00	0.00	2,156.83	0.00	0.00	2,156.83	07/29/2016
VAC	S. AKERKEY	0.00	9.40	282.17	0.00	0.00	282.17	07/29/2016
	Employee Totals:	1.00	9.40	4,958.00	0.00	0.00	4,958.00	
10009 - AVERY, MARY A								
MEETING	208-751-818.010	1.00	0.00	120.00	0.00	0.00	120.00	07/29/2016
SALARY	M. AVERY	0.00	0.00	1,607.33	0.00	0.00	1,607.33	07/15/2016
SALARY	M. AVERY	0.00	0.00	1,607.33	0.00	0.00	1,607.33	07/29/2016
	Employee Totals:	1.00	0.00	3,334.66	0.00	0.00	3,334.66	
10011 - AVERY, MARK D								
SALARY	101-101-702.000	0.00	0.00	224.63	0.00	0.00	224.63	07/15/2016
SALARY	101-101-702.000	0.00	0.00	224.63	0.00	0.00	224.63	07/29/2016
	Employee Totals:	0.00	0.00	449.26	0.00	0.00	449.26	
10018 - BALL, MICHAEL B								
STAWK	206-000-706.000	0.00	42.00	578.76	0.00	0.00	578.76	07/15/2016
STAWK	206-000-706.000	0.00	12.00	165.36	0.00	0.00	165.36	07/29/2016
	Employee Totals:	0.00	54.00	744.12	0.00	0.00	744.12	
10020 - BRYAN, MICHAEL G								
RUNS	206-000-706.000	22.00	0.00	303.16	0.00	0.00	303.16	07/15/2016
STAWK	206-000-706.000	0.00	60.00	826.80	0.00	0.00	826.80	07/15/2016
STAWK	206-000-706.000	0.00	60.00	826.80	0.00	0.00	826.80	07/29/2016
	Employee Totals:	22.00	120.00	1,956.76	0.00	0.00	1,956.76	
10026 - BLACKMER, GRANT J								
RUNS	206-000-706.000	44.50	0.00	578.50	0.00	0.00	578.50	07/15/2016
STAWK	206-000-706.000	0.00	39.00	507.00	0.00	0.00	507.00	07/15/2016
STAWK	206-000-706.000	0.00	48.00	661.44	0.00	0.00	661.44	07/29/2016

Pay Code ID	Distribution	Sup Hours	Reg Hours	Reg Gross	Ot Hours	OT Gross	Gross	Check Date
	Employee Totals:	44.50	87.00	1,746.94	0.00	0.00	1,746.94	
10036 - BROWN, AMANDA L								
RUNS	206-000-707.000	4.00	0.00	55.12	0.00	0.00	55.12	07/29/2016
	Employee Totals:	4.00	0.00	55.12	0.00	0.00	55.12	
10045 - BYRON, JILL C								
SALARY	101-101-702.000	0.00	0.00	224.63	0.00	0.00	224.63	07/15/2016
SALARY	101-101-702.000	0.00	0.00	224.63	0.00	0.00	224.63	07/29/2016
	Employee Totals:	0.00	0.00	449.26	0.00	0.00	449.26	
10060 - CORREIA, PETER A								
INS	101-171-702.000	0.00	0.00	428.82	0.00	0.00	428.82	07/29/2016
SALARY	101-171-702.000	0.00	0.00	1,955.63	0.00	0.00	1,955.63	07/15/2016
SALARY	101-171-702.000	0.00	0.00	1,955.63	0.00	0.00	1,955.63	07/29/2016
	Employee Totals:	0.00	0.00	4,340.08	0.00	0.00	4,340.08	
10062 - COURSON, MICHAEL J								
RUNS	206-000-706.000	4.00	0.00	55.12	0.00	0.00	55.12	07/15/2016
STAWK	206-000-706.000	0.00	12.00	165.36	0.00	0.00	165.36	07/29/2016
	Employee Totals:	4.00	12.00	220.48	0.00	0.00	220.48	
10147 - HAMILTON, DEBORAH A								
MEETING	101-101-818.000	1.00	0.00	120.00	0.00	0.00	120.00	07/29/2016
SALARY	D. HAMILTON	0.00	0.00	1,146.40	0.00	0.00	1,146.40	07/15/2016
SALARY	D. HAMILTON	0.00	0.00	1,567.76	0.00	0.00	1,567.76	07/29/2016
VAC	D. HAMILTON	0.00	23.30	460.93	0.00	0.00	460.93	07/15/2016
VAC	D. HAMILTON	0.00	2.00	39.57	0.00	0.00	39.57	07/29/2016
	Employee Totals:	1.00	25.30	3,334.66	0.00	0.00	3,334.66	
10148 - HAINES, NICHOLAS								
OT	206-000-704.000	0.00	0.00	0.00	28.00	239.96	239.96	07/29/2016
STAWK	206-000-704.000	0.00	114.00	1,950.54	0.00	0.00	1,950.54	07/15/2016
STAWK	206-000-704.000	0.00	96.00	1,642.56	0.00	0.00	1,642.56	07/29/2016
VAC	206-000-704.000	0.00	14.00	239.54	0.00	0.00	239.54	07/15/2016
	Employee Totals:	0.00	224.00	3,832.64	28.00	239.96	4,072.60	
10165 - HOFFMAN, MONICA A								
SALARY	101-215-702.000	0.00	0.00	1,955.63	0.00	0.00	1,955.63	07/15/2016
SALARY	101-215-702.000	0.00	0.00	1,955.63	0.00	0.00	1,955.63	07/29/2016

Pay Code ID	Distribution	Sup Hours	Reg Hours	Reg Gross	Ot Hours	OT Gross	Gross	Check Date
	Employee Totals:	0.00	0.00	3,911.26	0.00	0.00	3,911.26	
10231 - KENNEDY, EDWARD R								
MEETING	101-247-703.000	0.50	0.00	75.00	0.00	0.00	75.00	07/29/2016
	Employee Totals:	0.50	0.00	75.00	0.00	0.00	75.00	
10263 - LIPE, CODY E								
RUNS	206-000-706.000	5.00	0.00	68.90	0.00	0.00	68.90	07/15/2016
STAWK	206-000-706.000	0.00	79.00	1,088.62	0.00	0.00	1,088.62	07/15/2016
STAWK	206-000-706.000	0.00	36.00	496.08	0.00	0.00	496.08	07/29/2016
	Employee Totals:	5.00	115.00	1,653.60	0.00	0.00	1,653.60	
10270 - MERRILL, LEONARD M								
RUNS	206-000-707.000	7.00	0.00	96.46	0.00	0.00	96.46	07/15/2016
STAWK	206-000-707.000	0.00	24.00	330.72	0.00	0.00	330.72	07/15/2016
STAWK	206-000-707.000	0.00	48.00	661.44	0.00	0.00	661.44	07/29/2016
	Employee Totals:	7.00	72.00	1,088.62	0.00	0.00	1,088.62	
10305 - NEWTON, TIMOTHY P								
RUNS	206-000-706.000	5.50	0.00	75.79	0.00	0.00	75.79	07/15/2016
	Employee Totals:	5.50	0.00	75.79	0.00	0.00	75.79	
10316 - PIEHL, SUSAN L								
HOURLY	101-173-704.000	0.00	66.00	1,267.86	0.00	0.00	1,267.86	07/15/2016
HOURLY	101-173-704.000	0.00	61.00	1,171.81	0.00	0.00	1,171.81	07/29/2016
	Employee Totals:	0.00	127.00	2,439.67	0.00	0.00	2,439.67	
10317 - REAMER, CORY J								
STAWK	206-000-706.000	0.00	5.00	63.70	0.00	0.00	63.70	07/15/2016
	Employee Totals:	0.00	5.00	63.70	0.00	0.00	63.70	
10321 - RITTENHOUSE, RANDY J								
OT	206-000-704.000	0.00	0.00	0.00	76.00	651.32	651.32	07/29/2016
RUNS	206-000-704.000	8.00	0.00	136.88	0.00	0.00	136.88	07/15/2016
RUNS	206-000-704.000	1.00	0.00	17.11	0.00	0.00	17.11	07/29/2016
STAWK	206-000-704.000	0.00	165.00	2,823.15	0.00	0.00	2,823.15	07/15/2016
STAWK	206-000-704.000	0.00	120.00	2,053.20	0.00	0.00	2,053.20	07/29/2016
	Employee Totals:	9.00	285.00	5,030.34	76.00	651.32	5,681.66	

Pay Code ID	Distribution	Sup Hours	Reg Hours	Reg Gross	Ot Hours	OT Gross	Gross	Check Date
10326 - ROSI, PENELOPE S								
SALARY	101-101-702.000	0.00	0.00	224.63	0.00	0.00	224.63	07/15/2016
SALARY	101-101-702.000	0.00	0.00	224.63	0.00	0.00	224.63	07/29/2016
	Employee Totals:	0.00	0.00	449.26	0.00	0.00	449.26	
10329 - SARBER, KYLE C								
RUNS	206-000-706.000	25.50	0.00	351.39	0.00	0.00	351.39	07/15/2016
STAWK	206-000-706.000	0.00	110.00	1,515.80	0.00	0.00	1,515.80	07/15/2016
STAWK	206-000-706.000	0.00	97.00	1,336.66	0.00	0.00	1,336.66	07/29/2016
	Employee Totals:	25.50	207.00	3,203.85	0.00	0.00	3,203.85	
10331 - SCHULTZ, GINGER M								
HOURLY	508-000-707.000	0.00	69.50	1,112.00	0.00	0.00	1,112.00	07/15/2016
	Employee Totals:	0.00	69.50	1,112.00	0.00	0.00	1,112.00	
10332 - SCHOOLMASTER, CLAIRE E								
MEETING	101-420-702.000	1.00	0.00	80.00	0.00	0.00	80.00	07/29/2016
SALARY	101-420-702.000	0.00	0.00	1,516.67	0.00	0.00	1,516.67	07/15/2016
SALARY	101-420-702.000	0.00	0.00	1,479.34	0.00	0.00	1,479.34	07/29/2016
SICK/PERS	101-420-702.000	0.00	2.00	37.33	0.00	0.00	37.33	07/29/2016
	Employee Totals:	1.00	2.00	3,113.34	0.00	0.00	3,113.34	
10333 - SCHULTZ, NATHAN A								
MEETING	101-247-703.000	0.50	0.00	75.00	0.00	0.00	75.00	07/29/2016
	Employee Totals:	0.50	0.00	75.00	0.00	0.00	75.00	
10334 - REARDON, MICHELLE L								
MEETING	101-400-703.000	2.00	0.00	160.00	0.00	0.00	160.00	07/29/2016
SALARY	101-400-702.000	0.00	0.00	2,368.21	0.00	0.00	2,368.21	07/15/2016
SALARY	101-400-702.000	0.00	0.00	2,237.05	0.00	0.00	2,237.05	07/29/2016
VAC	101-400-702.000	0.00	4.50	131.16	0.00	0.00	131.16	07/29/2016
	Employee Totals:	2.00	4.50	4,896.42	0.00	0.00	4,896.42	
10343 - SHAFER, JOSEPH P								
STAWK	206-000-706.000	0.00	18.00	234.00	0.00	0.00	234.00	07/29/2016
	Employee Totals:	0.00	18.00	234.00	0.00	0.00	234.00	
10373 - STROM, BRENT J								
OT	206-000-704.000	0.00	0.00	0.00	17.00	145.69	145.69	07/29/2016
STAWK	206-000-704.000	0.00	138.00	2,361.18	0.00	0.00	2,361.18	07/15/2016

Pay Code ID	Distribution	Sup Hours	Reg Hours	Reg Gross	Ot Hours	OT Gross	Gross	Check Date
STAWK	206-000-704.000	0.00	96.00	1,642.56	0.00	0.00	1,642.56	07/29/2016
VAC	206-000-704.000	0.00	24.00	410.64	0.00	0.00	410.64	07/29/2016
	Employee Totals:	0.00	258.00	4,414.38	17.00	145.69	4,560.07	
10383 - TAPP, SHARON								
MEETING	101-247-703.000	0.50	0.00	75.00	0.00	0.00	75.00	07/29/2016
	Employee Totals:	0.50	0.00	75.00	0.00	0.00	75.00	
10417 - VANDER ROEST, LANDON C								
STAWK	206-000-706.000	0.00	24.00	330.72	0.00	0.00	330.72	07/29/2016
	Employee Totals:	0.00	24.00	330.72	0.00	0.00	330.72	
10429 - WALTERS, CURTIS J.								
STAWK	206-000-706.000	0.00	24.00	330.72	0.00	0.00	330.72	07/29/2016
	Employee Totals:	0.00	24.00	330.72	0.00	0.00	330.72	
10430 - WEATHERHOLT, DAVID K								
SALARY	101-253-702.000	0.00	0.00	1,845.42	0.00	0.00	1,845.42	07/15/2016
SALARY	101-253-702.000	0.00	0.00	1,845.42	0.00	0.00	1,845.42	07/29/2016
	Employee Totals:	0.00	0.00	3,690.84	0.00	0.00	3,690.84	
10439 - WITKOP, WENDY L								
SALARY	101-101-702.000	0.00	0.00	224.63	0.00	0.00	224.63	07/15/2016
SALARY	101-101-702.000	0.00	0.00	224.63	0.00	0.00	224.63	07/29/2016
	Employee Totals:	0.00	0.00	449.26	0.00	0.00	449.26	
	Grand Totals:	137.00	1,756.70	62,649.17	121.00	1,036.97	63,686.14	

Sally Akerley

From: Gretchen Soutear <gsoutear@charter.net>
Sent: Wednesday, August 3, 2016 4:11 PM
To: Sally Akerley
Cc: scott@teamconaway.com; bcranson@acegroup.cc; dksanger542@yahoo.com; jequandt@krlawtc.com; lbuc246@aol.com; scott@designcrafthomes.net; brianb@gfa.tc
Subject: Re: aug 9 public hearing to be tabled

I want it to be known by all who read the attached letter from Nicole Graham that Bill and I feel we have been misrepresented. We do not want to revise the easement across our land to accommodate a larger drain and therefore delay the public hearing on the SAD. We brought to the attention of Brian Boles, Sally Akerley, Peter Wendling and Nicole Graham that as our easement is currently drawn up by Gourdie-Fraser Inc, it starts at the culvert which is **25-35** feet away from Braemar Rd and as a result a work corridor of only 7.5 feet wide would exist for the first 25-35 feet from Braemar(the width of the easement on the neighboring parcel which abuts our land). This narrow corridor did not seem sufficient to us for any work to occur on the culvert so we offered the township the opportunity to extend the 10 foot easement on our land up to the road thereby providing a 17.5 foot work corridor. We will happily withdraw our offer as we do not want to be seen as an impediment to the progress of the SAD.

Gretchen and Bill Soutear

On Aug 3, 2016, at **2:56** PM, Sally Akerley <assessor@peninsulatownship.com> wrote:

> Hello All:
> Please disperse to all interested parties.
>
> Sally Akerley, MAAO
> Township assessor
> 13235 Center Rd
> Traverse City, MI 49686
> 231.223.7313 phone
> 231.223.7117 fax
> Office Hours: Mon 7:30am-6:30pm & Tue-Thu 7:30am-5:00pm
>
> **Opportunity is missed by most people because it is dressed in overalls and looks like work. – Thomas Edison**
>
> <Memo to Twp Board re tabling Pub hrg 08-03-16 (3).pdf>

Monica Hoffman

From: Carroll K <ckobernus@charter.net>
Sent: Monday, August 01, 2016 3:31 PM
To: clerk@peninsulatownship.com
Subject: Request permission to use Peninsula fire station

Dear Ms. Hoffman,
I'm writing to request permission from the Peninsula Township Board the use of the Peninsula fire station to hold a garage sale for my non-profit organization on Aug 25-26-27.

I belong to the Grand Traverse Show Chorus (GTSC) of Sweet Adelines International (SAI). Our non-profit I.D. number is 730677658. We are having the garage sale to raise funds to support our operational budget which includes purchasing music, costumes, and coaching. The funds will also help finance a trip to Las Vegas, NV in September, 2017 to participate in the international competition of SAI.

GTSC, chartered in 1954, is a chorus of 37 women who sing a cappella, four-part barbershop harmony. We provide vocal entertainment throughout our community. Many of our singing gigs are done free of charge (i.e. to various nursing homes around the Traverse City area, the NMC BBQ , the TC Film Festival).

This past April at our SAI regional competition, we scored first in the small chorus division with a score of 612. After all of the regions in SAI had completed their competitions in April and May, we remained the top scoring small chorus – that's BEST SMALL CHORUS IN THE WORLD !!! This entitled us to be invited to international competition in Sep, 2017. GTSC has never had this opportunity in its 62 year existence. Needless to say, we are very excited to be representing our wonderful city in this fashion.

A portion of the funds raise with this garage sale will be placed in, what we call, The 612 Fund which will used to offset the personal expenses that the trip to Las Vegas will impose. Without this help, a number of our members could not afford to go.

All items left unsold from the garage sale will be donated to Goodwill and/or Women's Resource Center.

Thank you for your consideration,

Carroll Kobernus (231-933-9321)
6296 Red Fox Run
TC, MI 49686

Monica Hoffman

From: ellen kerr <ellenkerr1017@gmail.com>
Sent: Sunday, July 31, 2016 7:59 PM
To: clerk@peninsulatownship.com
Subject: Permission for Founder's Day Celebration at the LH

Hi Monica,
The Old Mission Peninsula Historical Society and the Mission Point Lighthouse Friends are requesting permission to hold a Founder's Day Celebration at Lighthouse Park on Sept 10,2016. It will involve a brief program to celebrate the families of those individuals who collected funds in 1948 to purchase the LH from the State of Michigan .We have secured liability insurance. We plan to serve light refreshments.
Please place this request on the agenda for approval by the Town Board at your next meeting. Thank You Ellen Kerr=

YOUNG, GRAHAM, ELSENHEIMER & WENDLING, P.C.
Attorneys at Law
104 E. Forest Home, P.O. Box 398
Bellaire, Michigan 49615
(231) 533-8635
Facsimile (231) 533-6225
www.upnorthlaw.com

Bryan E. Graham
Peter R. Wendling
Eugene W. Smith
Nicole E. Graham

James G. Young, *Of Counsel*

MEMORANDUM

August 3, 2016

TO: Peninsula Township Board Members
Sally Akerley, Township Assessor
Monica Hoffman, Township Clerk

FROM: Nicole E. Graham

SUBJECT: Public Hearing for Braemar Estates Special Assessment District

This memorandum is in reference to the continuation of the public hearing for the Braemar Estates Special Assessment District (SAD) that is scheduled for August 9th. This public hearing unfortunately must be tabled and continued to the next Township Board meeting. There are multiple reasons for this:

1. The road commission has requested additional improvements, which Mr. Brian Boals has tried to incorporate into the SAD.
   a. These additional improvements have increased the cost of the SAD and need to be stated in the public notice for the public hearing.
   b. These additional improvements may have led to the alteration of the layout of the drain system. This alteration of the layout of the drainage system may lead to the need for additional grants of easements.

2. The grants of easements, that were known to be needed before the alteration of the layout, may need to be revised.
   a. Mr. and Mrs. Soutear would like to revise their grant of easement to include another easement on their property which would enable the drain to be of a larger width from the original easement on the Soutears' property to Buchan Drive. There was an existing easement on the neighboring property and with this new easement on Mr. and Mrs. Soutears' property the entire width of the easement will be larger and provide more room in which to work on the drain.
   b. Mr. and Mrs. Buchan have signed their grant of easement. However, it is my understanding that Mr. Ben Buchan left a message for Ms. Akerley and may have additional questions regarding this grant of easement.
   c. Old Mission Estates Association has not signed the grant of easement. Our office is still waiting for the contact information of the Association and the authorized signatories. Once this information is received, then the grant of easement can be executed.

There is still a lot left to be done before the SAD will be underway. Therefore, it is our recommendation that the public hearing be tabled for the September regular board meeting. This will ensure that the public is notified of the increased costs and the changes to the layout of the drainage system. It will also ensure that the Township has secured all the necessary grants of easements to continue with this project.

If you have any questions or concerns please feel free to contact our office.

Thank you.

Monica Hoffman

From: Maura Sanders <maura.a.sanders@gmail.com>
Sent: Monday, July 11, 2016 1:24 PM
To: Michelle Reardon
Cc: Monica Hoffman
Subject: Fwd: Consumers ight post shielding requests for Peninsula Township Parks

Michelle,

Please read below from Doug DeYoung. I'd like to get the ball rolling on this asap. Please let me know how I can help.

Sincerely,
Maura Sanders

---------- Forwarded message ----------
From: **Douglas W. Deyoung** <Douglas.Deyoung@cmsenergy.com>
Date: Mon, Jul 11, 2016 at 12:48 PM
Subject: Re: Consumers ight post shielding requests for Peninsula Township Parks
To: Maura Sanders <maura.a.sanders@gmail.com>

Maura

The lights are owned by the township so a representative of the township usually the planning department director or Township supervisor can make a request for the shielding or new heads to our business support number which is 1-800-805-0490. It will then be assigned to a designer to get you a quote.

Doug

Doug DeYoung
Public Affairs Area Manager
Consumers Energy
231-929-6234 office
231-649-4096 cell

On Jul 11, 2016, at 12:38 PM, Maura Sanders <maura.a.sanders@gmail.com> wrote:

Email sent from outside of CMS/CE. Use caution before clicking links/attachments.

Hi Doug,

I just left you a quick voicemail. I am trying to find the right person to give me a quote to shield at least 3 lights in our township parks. 2 at Bowers Harbor Park and 1 at Haserot Beach Park. We don't need these removed but getting the light directed to the ground and in compliance with our dark sky ordinance would be very welcome. Thank you!

--

Sincerely,

Maura A. Sanders, Chair
Peninsula Township Park Commission

Memo

To: Town Board / Park Commission
From: Monica /Pete / Maura / Susie
Subject: Bob Wilkinson – contract termination
Date: August 2, 2016

On July 11th Bob Wilkinson regretfully terminated his contract with Peninsula Township effective October 1, 2010. At the July 12th Town Board meeting it was mentioned that while Bob was terminating his contract he may be interested in continuing with some of the duties.

Monica, Pete, Maura and Susie met with Bob, and reviewed duties that he would like to continue with, along with some suggestions that he had.

Bob would like to continue with the following:

1. Cemeteries, both maintenance and as sexton.
2. Cleaning of the Township Offices and Town Hall.
3. Parks – the bathrooms and trash pickup.
4 Misc. – projects, duties that he has done in the past on an hourly basis.

Bob is suggesting that the following be bid out:

1. Snow plowing
2. Fall and spring cleanup
3. Mowing

Bob also suggested that the bidding be done from October to October each year, and that after the first year if the township is very satisfied with the work be done that they really consider two or three year contracts, instead of a one year contract.

To: Peninsula Township Board

From: Michelle Reardon, Planning & Zoning Department

Re: Ward Variance Application Fee – Request for Return

Date: August 9, 2016

Theresa Ward was pursuing a dimensional variance to allow for the placement of a 6' privacy fence. The legal notice for this request was published twice and both hearings were postponed at the petitioners request due to a family illness. The application has since been withdrawn.

Ms. Ward is requesting a refund of the fees less the cost of publication ($375 less $186) in the amount of $189.

Feel free to contact me should you have any questions.

To: Peninsula Township Board

From: Claire Scholmaster, Planning & Zoning Department

Re: Petzold Variance Application Fee – Request for Return

Date: July 20, 2016

Thomas Petzold submitted an application to request a dimensional variance to construct an agricultural accessory structure to be heard at the July 14, 2016 ZBA Meeting.

During review of the application it was discovered that staff identified the rear and side yards incorrectly. This oversight resulted in an error in the published legal notice (attached).

The request was then forced to be pulled from the July meeting agenda and re-published for the regular August meeting of the ZBA. However, the new information provided to the applicant resulted in them choosing to withdraw the item and request a refund of his variance application fee of $375.

Feel free to contact me should you have any questions.

Tom & Claudine Petzold
4300 Happy Hour Lane
Old Mission Peninsula
Traverse City, MI 49686
(231) 668-7936

July 20, 2016

TO: Peninsula Township Planning & Zoning Department
C/O Michelle Reardon & Claire Schoolmaster
13235 Center Road
Traverse City, MI 49686

RE: Parcel **28-11-235-045-03**

Subject: Request for Township Ordinance Variance - WITHDRAWAL

On June 15, 2016, I submitting a request for a variance to the Township Ordinance, related to sections 6.4 and 6.7.2 and 6.8, pertaining to setback distances for support buildings. We requested a variance on the rear distance requirement of 30' to 20' for a future equipment storage building.

Last week (Thursday) Claire informed me that your office realized that the information given regarding the actual orientation of the parcel, and thus the necessary setback distances, were incorrectly provided by our office. The variance application was initiated based on this advice. Since our argument for the requested variance setback was based on it being towards Happy Hour Lane, the required setback to the rear of the property towards Dr. Graham Kelley (to the South) should remain in place since my original argument does not apply.

Accordingly, I request that our application for the Peninsula Township Variance be withdrawn and the $375 fee be refunded. I assume that you understand how much time was dedicated to this application process.

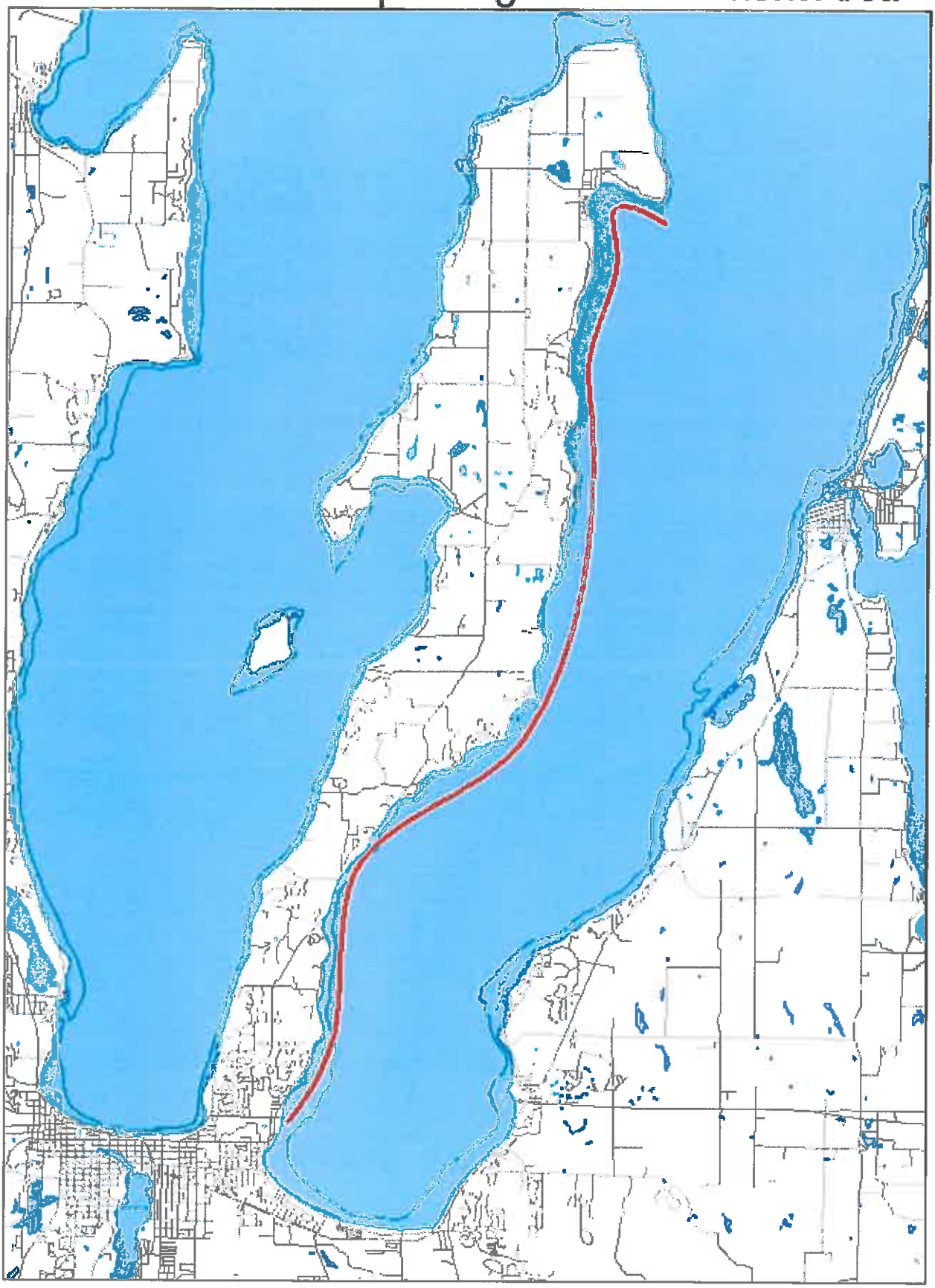
Thank you for your assistance and I look forward to your response to this request.

Sincerely,

Thomas M. Petzold
tel 668-7936
cell 534-5560

Email: petzoldtm@charter.net

2016 Peninsula Twp Phragmites Treatment Area



WILDLIFE & WETLANDS
Solutions

4371 N Long Lake Rd
Traverse City, MI 49684
(231) 943-0762

Dates of Contract: 7/21/2016-12/31/2016
DEQ Permit Required: ANC9400037
Aquatic Permit #: ANC9400037
Mowing Permit #:

☒ **Herbicide Application Contract**
☐ **Planting or Seeding Contract**
☐ **Lake/Stream Restoration Contract**

Customer Information

Name: Peninsula Township
Mailing Address: 13253 Center Rd **Mailing City, State, Zip: Traverse City, MI 49686**
Contact Phone: **Contact Email:**
Treatment Address: Peninsula Township Lk MI shoreline **Treatment City, State, Zip: Traverse City, MI 49684**
Alternate Contact Name/Phone/Email:Michelle Reardon, 231-223-7314, planner@peninsulatownship.com

By signing this contract, Customer grants permission to Wildlife and Wetlands Solutions, LLC to access Customer's property to apply herbicide, mow invasive phragmites, and/or perform other services as necessary.

By signing this contract, Customer acknowledges and agrees that Wildlife and Wetlands Solutions, LLC has not made, does not make, and expressly disclaims any warranties, representations, covenants, or guarantees, either express or implied, whether arising by operation of law or otherwise, as to the merchantability, quantity, quality, environmental impact, suitability, or fitness for any particular purpose, or use, of its services rendered and products used in connection with this contract. Further, due to the unique nature of services rendered and products used in connection with this contract, Customer waives, releases, and/or holds harmless Wildlife and Wetlands Solutions, LLC, its members, agents, affiliates, employees, predecessors, successors and assigns, from any and all liability for any and all claims or causes of action relating to, or arising out of, its services rendered and products used in connection with this contract.

By signing this contract, Customer agrees to pay Wildlife and Wetlands Solutions, LLC a reasonable fee for its services, which shall be $2,000.00 .

Date:
Name:
Signature:

☒ Herbicide Application Contract

Treatment of invasive plants can consist of herbicide application during the spring, summer or fall months depending on the targeted species. With regular management practices in place, invasive species can be controlled to an acceptable level, but will most likely never be eradicated. After initial treatments to control large areas of invasive species, annual or biannual spot treatment may be required to keep them from returning. You are able to cancel service anytime between the signing of this contract and the application period. Please contact Vickie Smith at (231) 943-0762 if you wish to cancel service. If treatment has already begun or is underway, partial or full payment will be required.

Grassland restoration often involves herbicide application for removal of undesirable species, such as cool season grasses. Additional herbicide treatments may also be required to maintain removal of these species and for successful establishment of warm season grasses.

☐ Planting and Seeding Contract

During invasive species treatments, areas may become open land and require restoration or seeding to facilitate the removal of invasive species or to bring native species back to the area. These areas are to be maintained by the property owner unless specific maintenance of the planted material is arranged between Wildlife and Wetlands Solutions and the property owner.

Grassland restoration may involve mowing, cutting dead material, raking, planting, and/or covering with straw for successful planting. Seed drills may be used to achieve maximum results. These costs will be paid by Wildlife and Wetlands Solutions and will be determined by Wildlife and Wetlands Solutions in conjunction with the property owner, GTRLC, NRCS, and/or other involved parties.

☐ Lake/Stream Restoration Contract

Lake/stream restoration is an important component of lake health, fisheries health, and water quality. Shoreline restoration can enhance property, allow lake or stream access, and promote or deter wildlife use (depending on owner needs) with proper planning and execution. Shoreline restoration involves permit applications, materials, labor, and plantings. This involves a large commitment from both Wildlife and Wetlands Solutions and the property owner. Half of the cost is paid before the project begins and the remainder 2-3 weeks after completion when restoration materials and plants have shown to be stable. Maintenance is an important part of a waterbody restoration. A maintenance agreement for up to two years will ensure the success of the project. Maintenance payments will be determined on a case-by-case basis.

Contract Price Tabulation:

Item	Quantity	Cost	Total
Phragmites treatment east side of the peninsula.	**1**	**$2,000**	**2,000.00**
Contract Totals:			**2,000.00**

Comments:

YOUNG, GRAHAM, ELSENHEIMER & WENDLING, P.C.
Attorneys at Law
104 E. Forest Home, P.O. Box 398
Bellaire, Michigan 49615
(231) 533-8635
Facsimile (231) 533-6225

Bryan E. Graham
Peter R. Wendling
Eugene W. Smith

James G. Young, *Of Counsel*

July 12, 2016

Sent via email

Steven R. Fox
Bishop & Heintz, P.C.
P.O. Box 707
Traverse City, Michigan 49685

SUBJECT: Existing Special Use Permit for winery-chateau, request for Guest Activity Permit

Dear Mr. Fox:

Thank you for copying me on your recent request for a Guest Activity Permit for the Bonobo Winery. However, before a Guest Activity Permit can be looked at there appears to be an issue with the existing Special Use Permit for the winery-chateau itself. As you and your client are probably aware, Section 8.7.3(10)(h) requires that a winery-chateau have not less than 75% of the site used for the active production of crops that can be used for wine production, such as fruit growing on vines or trees. It has come to the township's attention that this year the Bonobo property does not have the minimum 75% of its property used in the active production of crops which can be used for wine production, such as fruit growing on vines or trees. While the crop repertoire that meets the standard of the Ordinance is broader than perhaps the township anticipated, given that pumpkins were utilized by Bonobo in the past year, at this time the township has evidence that the 75% minimum criteria is not being met. This is not only an enforcement issue, but also threatens your client's ability to retain its Special Use Permit. Keep in mind that the township does have the authority to revoke Special Use Permits which do not meet the minimum requirements stated on the permit and as provided in the zoning ordinance.

Please consider this letter a reasonable warning for the possible revocation of the Special Use Permit under Section 8.7.3 of the Peninsula Township Zoning Ordinance. Hopefully, this will not be needed. Regardless, I urge you and your client to provide whatever information you have which would convincingly show that 75% or more of the property on Bonobo is planted with crops which can be used for wine production as state under the Ordinance for the 2016 growing season.

Please feel free to contact Michelle Reardon directly regarding evidence that the township has which shows that less than 75% of the property is currently being utilized for the active production of crops which can be used for wine production. I cannot

emphasize the urgency of this matter and trust that you will assist your client to ensure compliance with the Peninsula Township Zoning Ordinance.

Sincerely,

Peter R. Wendling

PRW/tac

cc: Michelle Reardon, Planner and Zoning Director (via email)
Monica Hoffman, Clerk (via email)

To: Peninsula Township Board

From: Michelle Reardon, Planning & Zoning Department

Re: Bonobo Winery – 75% in production

Date: July 26, 2016

Staff conducted a site inspection on Monday, July 25, 2016 at approximately 5:30 PM. The following is a report of the findings:

In block #1 (Yellow) there were three rows of flags; the rows were approximately 24' apart and the flags were spaced every 12-15' on average with 24 +/- flags per row. The row that was inspected showed 1-3" plants were present at all but 2 flags.

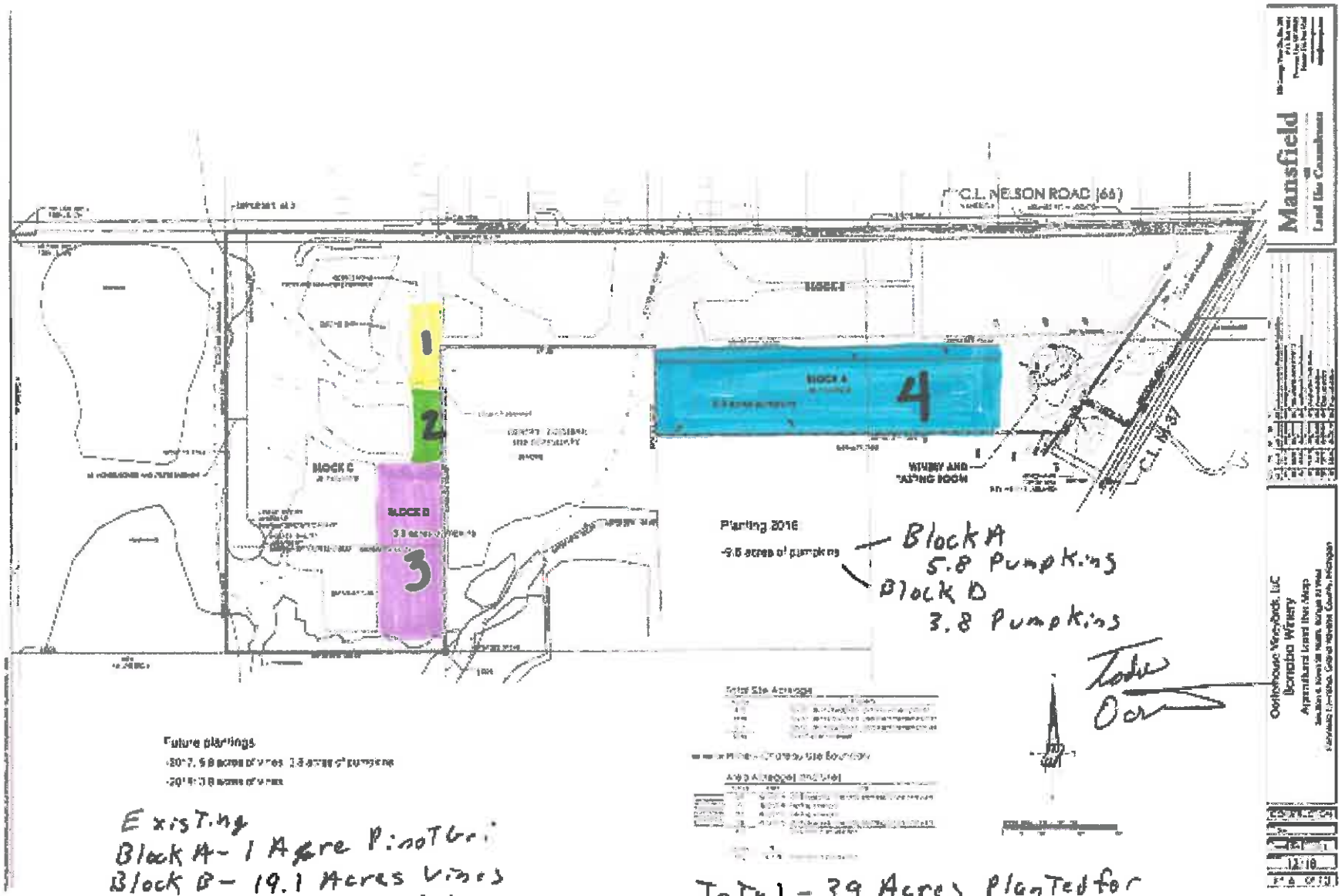
In block #2 (Green) there were three rows of flags with the same spacing as block #1. The rows inspected showed 1-3" plants were present at approximately 50% of the flags.

In block #3 (Purple) there were six rows of flags with similar spacing as found in blocks #1 and #2. This field had approximately 45+/- flags per row. During an inspection of two rows only 3 plants were found.

The final block #4 (Blue) has thirteen rows with similar spacing as previous patterns. Staff inspected the front portion of this field and found very few plants present and several flags that had evidence of seeds on top of the ground. The plants that were found were approximately 6-10" tall with some flowering.

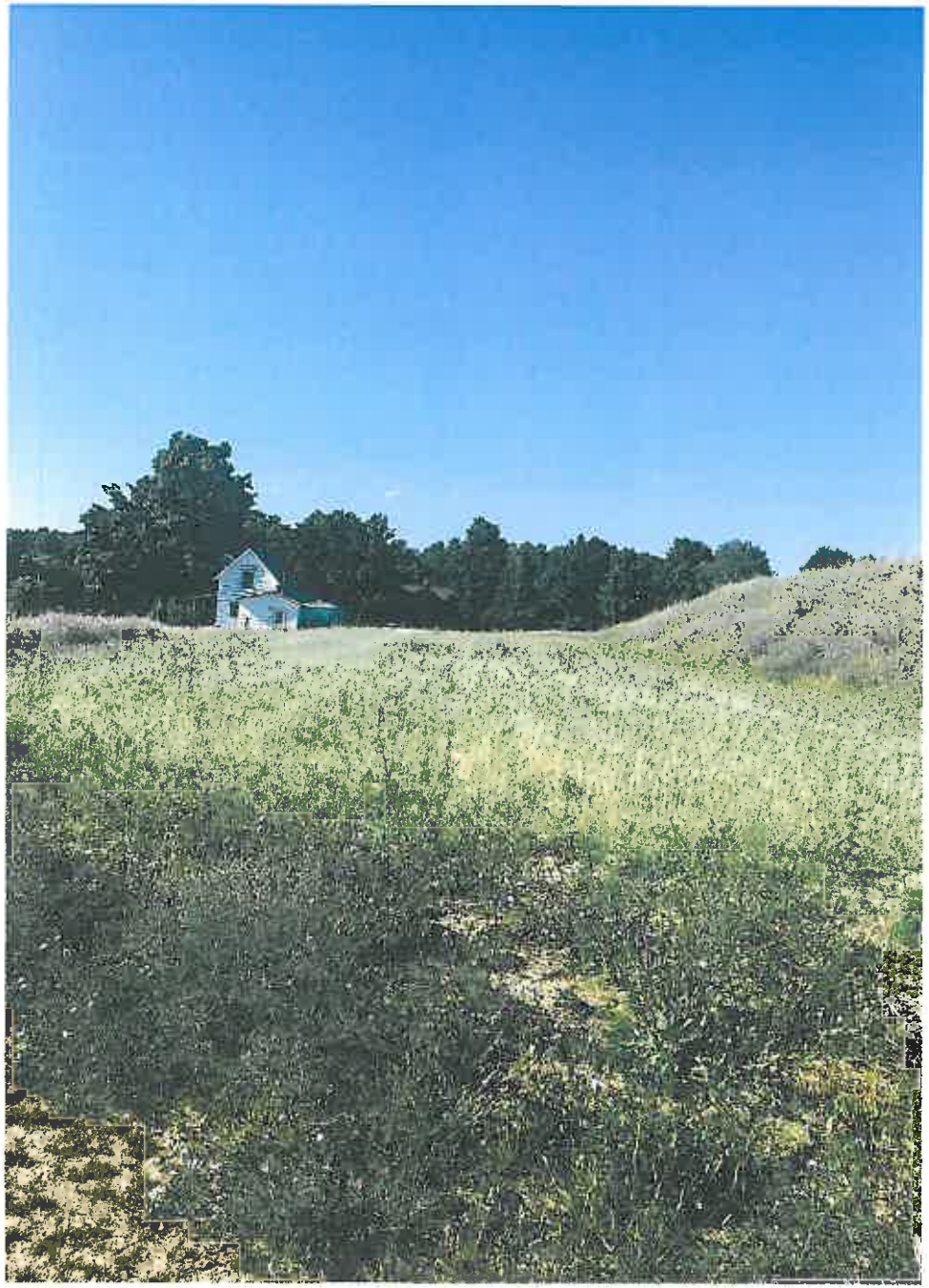
In blocks #1 and #2 there was evidence of earth movement for planting purposes; inspected areas of blocks #3 and #4 showed little to no evidence of this activity. The owner was present and indicated that 3,000 seeds were purchased and hand planted and the fields were not tilled this year per recommendation. He also indicated the fields were planted on June 10, 2016.

Feel free to contact me should you have any questions.



Existing
Block A- 1 Acre Pinot Gri
Block B- 19.1 Acres Vines
Block C 9.3 Acres Vines

Total - 39 Acres Planted for Production



Block #1

Block #1

Block #1
typical growth

Block #1 | #2

Block #3
typical

Block #4
seed present

Block #4

Block #4
plant

Block #4

Monica Hoffman

From: Maura Sanders <maura.a.sanders@gmail.com>
Sent: Wednesday, July 27, 2016 10:14 AM
To: Monica Hoffman
Subject: Park Commission: Request Funds Transfer

Monica and Township Board,

The Peninsula Township Park Commission met, voted and approved the transfer of $7882.00 from the Parks Fund Balance to the special restoration/repair project at the Hessler Log Cabin. This discussion and vote is reflected in the Park Commission Special Meeting dated July 21, 2016. Work is to commence immediately and the majority of the funding is being provided by the Old Mission Peninsula Historical Society.
--
Sincerely,

Maura A. Sanders,Chair
Peninsula Township Park Commission

BID FOR HESSLER LOG HOME
OLD MISSION LIGHT HOUSE
TRAVERSE CITY, MI

June 27, 2016

M&M Log Home Care will:

1) Replace bottom logs on both drip line sides on each side of doors using the same building practice and precision that was used when originally built. We will be using hard wood logs that will match the original logs aesthetically. They will not match color until time and UV grays them.

2) Light wash – Exterior
   a. All exterior logs.
   b. Soffits, fascia and gables.

3) Apply one coat of Shell-Guard RTU borate treatment to repel insects and log rot to all log surfaces.

4) Dust bee holes and caulk holes. Repair woodpecker damage with caulk.

5) Caulk around soffits and gable lines.

6) Chinking – Exterior Only
   a. Remove old chinking.
   b. Install Grip Strip backer foam where needed.
   c. Install new chinking between each log course and around all windows and doors, and where logs meet roof line on straight and gable walls using Perma Chink.
      - **M&M will not be responsible for interior chinking that may fall out, but can be repaired at a cost of $300 per gallon of chink / includes labor.**

7) Clean up
   a. All window, door and foundation taping materials.

- M&M will not be responsible for any damage to grass, turf, shrubs, trees, landscaping stones, bricks or sprinkler systems, but will take all care that is necessary to avoid damage.
- Doors and windows are not included.
- All materials are included.

The owner's responsibilities are as follows:

1) If desired, removal of any plants, shrubs or trees that may interfere with or come in contact with washing, chinking or borate treatment processes.

2) Provide a dumpster or area close to house to dispose of all old chink that is removed.

3) All dust which has entered interior of home.

4) Remove all antiques, heirlooms, or other valuable or irreplaceable items from interior walls and exterior of home.

5) Supply a source of water and electricity.

Total costs of finishing work for house:

Replace Logs	$ 4,990.00
Washing	$ 690.00
Apply 1 coat Shell-Guard RTU	$ 828.00
Caulk soffits and gable lines	$ 1,450.00
Install new chink using Perma Chink	$12,024.00
Total for House	$19,982.00

Payment schedule is as follows:

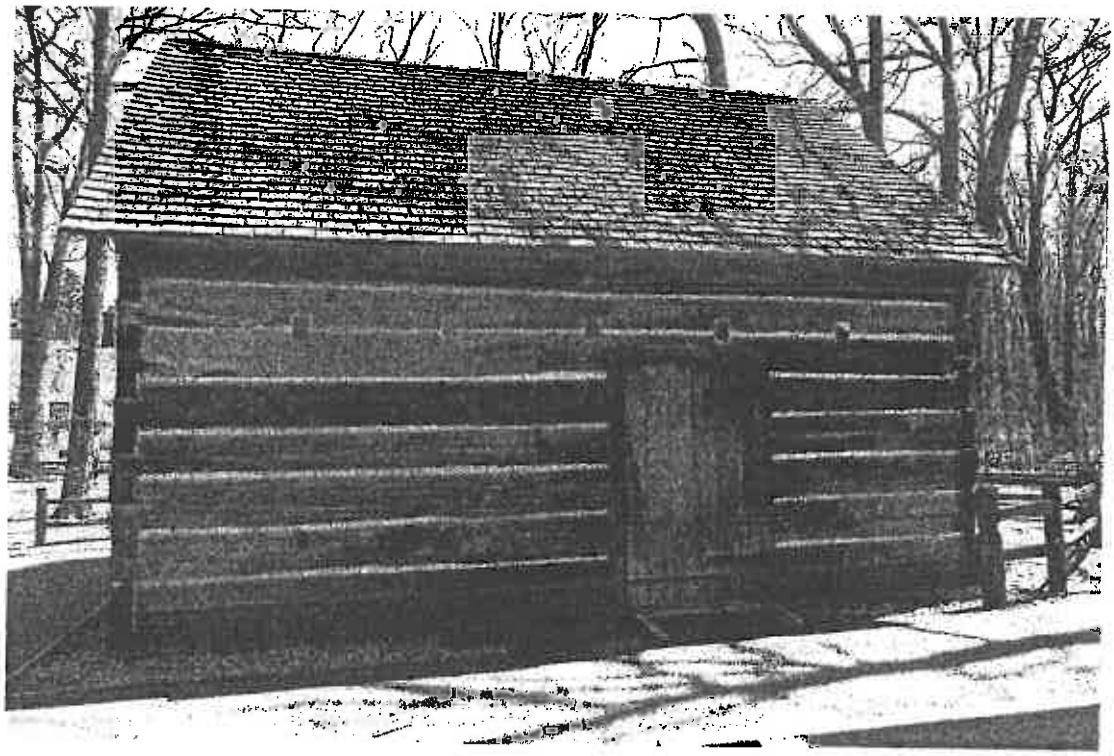
$ 2,000.00 – Down payment for preparation and scheduling.
$10,000.00 – Amount due upon start of job.
$ 7,982.00 – Balance due day of completion.

Michael J. Lautner
M&M Log Home Care
3297 Holiday View Dr.
Traverse City, MI 49686

June 27, 2016
Date

Mart Sanders
Peninsula Township Agent
Park Commission

7/21/2016
Date



References for M & M Log Home Care
Mike & Mickey Lautner

Chris Masotti
6655 Nurnberg Rd.
Freesoil, MI 49411
616-295-1167
Email: masotti2008@att.net
Location of Job: Freesoil, MI

Steve & Ellen Tanner
13798 NE 56th St.
Elkhart, IA 50073
Email:
inthewoods98@windstream.net
Location of Job: Elkhart, IA

Ron Long
12440 N. Bluff Rd.
Traverse City, MI 49686
248-310-8562
Email: rccflong@yahoo.com
Location of Job: Traverse City,MI

Jim Preston
317 Iosco Beach Rd.
East Tawas, MI 48730
248-320-4347
Email: jimpreston@prodigy.net
Location of Job: East Tawas, MI

Bob Burnett
2805 Gradwohl
Toledo, OH 43617
419-841-2649
Email: rwburnett47@hotmail.com
Location of Job: Toledo, OH

Don Booth
8498 S.E. Torch Lk. Rd.
Alden, MI 49612
517-675-7890
Email: archbooth@voyager.net
Location of job: Alden, MI

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/27/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Larkin Group
13900 S West Bay Shore Drive
Traverse City MI 49684

CONTACT NAME: Kathleen Bendickson
PHONE (A/C, No, Ext): (231) 947-8800 FAX (A/C, No): (231) 346-6111
E-MAIL ADDRESS: kbendickson@larkingrp.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Home-Owners Insurance Co	26638
INSURER B: Accident Fund Company	10166
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
M & M Log Home Care LLC & Michael Lautner DBA M & M
3297 Holiday View Dr
Mike Lautner
Traverse City MI 49686-3935

COVERAGES CERTIFICATE NUMBER: 15-16 WC/16-17 GL/Auto REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC OTHER:			33964488	4/1/2016	4/1/2017	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Premises/Operations	$
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS X HIRED AUTOS / X NON-OWNED AUTOS			4796448800	2/5/2016	2/5/2017	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
							PERSonal Injury Protection	$
	UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WCV6117744	10/20/2015	10/20/2016	PER STATUTE / X / OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Peninsula Township
Hessler Log Cabin
13235 Center Rd.
Traverse City, MI 49686

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Tod Beynon/KATHB

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

June 3, 2016

Dear Contractor:

The Peninsula Township Park Commission is seeking bids for Repair and Preservation of the Hessler Log Cabin on Old Mission Peninsula. If you are interested, please provide a bid as follows:

Issue Date: **June 3, 2016**

Bid Deadline: **June 27, 2016 at 5:00 PM Local Time**

Peninsula Township Park Commission Advertisement for Bids

Peninsula Township Park Commission is soliciting sealed bids to award a service contract for Repair and Preservation of Hessler Log Cabin.

The service contract shall include:

A) Chinking and Log Repair -exterior only

B) Wash and Borax treatment

C) Clean up including all window, door and foundation

Maura Sanders
Peninsula Township Park Commission

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LEGAL NOTICE

Peninsula Township Park Commission Advertisement for Bids

Bids/proposals will be received by the Peninsula Township Park Commission at the Township Offices located at 13235 Center Road, Traverse City, MI 49686.

Bid/Proposals Deliveries: It is recommended that bid proposal deliveries be made either in person, mail or an alternate delivery method ensuring delivery to the address below. ***Bidder shall bear full responsibility for ensuring that the bid proposal is delivered to the specified location by due date and time.*** Late bids will be rejected as non-responsive.

PROPOSAL NAME:
Repair and Preservation of Hessler Log Cabin

A mandatory pre-bid site visit will be scheduled for 1-3 pm on Thursday, June 16th. Schedule with Anne Griffiths, Peninsula Township Park Commission, 231-313-8217, aegriffiths415@gmail.com.

DUE DATE/TIME: **June 27, 2016 at 5:00 PM Local Time**

MAIL OR DELIVER TO:
Peninsula Township Park Commission
13235 Center Road
Traverse City, MI 49686

The Peninsula Township Park Commission reserves the right to reject any and all bids and to waive any informality in bids received, deemed to be in the best interest of the Peninsula Township Park Commission. No officer or employee of Peninsula Township shall have a financial interest, direct or indirect, in any contract with relation to this work.

INTRODUCTION

Peninsula Township Park Commission is soliciting sealed bids to award a service contract for Repair and Preservation of Hessler Log Cabin with Maintenance Plan and Training. The structure will have chinking and log repairs in accordance with the enclosed specifications.

SCOPE OF WORK

Hessler Log Cabin, which was originally built between 1854 and 1856 by Joseph and Mary Hessler, pioneers who likely arrived by small boat from Mackinaw. In those early days of home construction, the white pine and hemlock timbers were snugly dovetailed at their joints to keep out the cold winter winds. The couple lived in their home for about ten years, and later it was used by others as both a small barn and during the 1950's and '60's, living quarters for cherry pickers. Eventually, the house was listed in the Michigan State Register of Historic Sites and moved to Mission Point Lighthouse Park for visitors to learn from and appreciate.

General details and specifications for the Scope of Work are set forth in sections A and B below, but it is noted that these details and specifications are not intended to be complete and comprehensive in all respects. Rather, the description of the Scope of Work contained in the service contract will control and govern the work and services to be provided. The work to be performed will include furnishing all labor, materials, supplies, tools, equipment and services required and necessary to perform and complete the project. The Contractor is responsible for obtaining all necessary state and local permits.

A) PROJECT SPECIFICATIONS – CHINKING AND LOG REPAIR

The daubing lines of the chinking are no longer water tight and rain water is being channeled into the heartwood resulting in more decay. There is damage to the lower-most logs at the sill line.

Chinking and log repair service specifications:

1. To the extent possible, material used should match existing materials in appearance and finish.
2. Inspect for decay in bottom courses of logs and repair as necessary.
3. Remove old existing chink.
4. Install Grip Strip backer foam.
5. Install new chink between each log course, around all windows and doors and where logs meet roof line on straight and gable walls using Perma Chink.
6. Reseal all areas including soffits and windows.

B) PROJECT SPECIFICATIONS – WASH AND BORAX TREATMENT

1. All exterior logs.
2. Soffits, fascia and gables.
3. All porch ceilings, posts and window trim boards.
4. Dust bee holes and fill them with caulk.
5. Repair woodpecker damage.

C) PROJECT SPECIFICATIONS – EXTERIOR FINISH

1. Clean up including all window, door and foundation taping materials.
2. Removal of all trash and debris from the site.

GENERAL CONDITIONS OF BIDDING

A. BIDS – All bids must be clearly marked on blank bid form furnished by Peninsula Township Park Commission. The bidder must furnish a copy of insurance with the bid. Bids shall be submitted in a sealed envelope.

B. AUTHORIZED SIGNATURES – The bid must be executed personally by the vendor or duly authorized partner of the partnership or duly authorized officer of the corporation. If executed by an agent, a power of attorney or other evidence of authority to act on behalf of the vendor shall accompany the bid to become a valid bid.

C. LATE BIDS – Bids must be in the Township Office before or at the specified time and date bids are due. Bids received after the submission deadline shall be rejected as non-responsive bids.

D. WITHDRAWAL OF BIDS PRIOR TO BID OPENING – A bid may be withdrawn before the opening date by submitting a written request to the Peninsula Township Park Commission. If time allows, and the bidder desires, a new bid may be submitted. Bidder assumes full responsibility for submitting a new bid before or at the specified time and date bids are due. The Peninsula Township Park Commission reserves the right to withdraw a request for bids before the opening date.

E. WITHDRAWAL OF BIDS AFTER BID OPENING – Bidder agrees that offer may not be withdrawn or cancelled by the vendor for a period of thirty (30) days following the date and time designated for the receipt of bids unless otherwise stated in the bid and/or specifications.

F. BID AMOUNTS – Bids should show net prices, extensions where applicable and net total. In case of conflict between unit price and extension, the unit price will govern. Any ambiguity in the bid as a result of omission, error, unintelligible or illegible wording shall be construed in the favor of the Peninsula Township Park Commission.

G. BID ALTERATIONS – Bids cannot be altered or amended after submission deadline. Any inter-lineation, alteration, or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

H. TAX EXEMPT STATUS – The Township is exempt from federal excise tax and state sales tax. Unless the bid form or specifications specifically indicate otherwise, the price bid must be net exclusive of above-mentioned taxes and will be so construed. Therefore, the bid price shall not include taxes.

I. BID AWARD – Award of contract shall be made to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality. The Township reserves the right to be the sole judge as to whether items bid will serve the purpose intended. The Township reserves the right to accept or reject in part or in whole any bid submitted, and to waive any technicalities or informalities for the best interest of the Township. The Township reserves the right to award based upon individual line items, sections or total bid.

J. BEST VALUE – In determining best value, the Peninsula Township Park Commission may consider: 1) Bid price; 2) reputation of the bidder and of the bidder's goods or services; 3) quality of the bidder's goods or services; 4) extent to which the goods or services meet the Park Commission's needs; and 5) bidder's past relationship with the Peninsula Township Park Commission.

K. SILENCE OF SPECIFICATIONS FOR COMPLETE UNITS – All materials, equipment and/or parts that will become a portion of the completed work including items not specifically stated herein but necessary to render the service(s) complete and operational per the specifications are to be included in the bid price. Vendor may be required to furnish evidence that the service, as bid, will meet or exceed these requirements.

L. ADDENDA – Any interpretations, corrections or changes to the specifications and plans will be made by addenda no later than forty-eight hours prior to the bid opening. Addenda will be posted on the Township web site. Vendors shall acknowledge receipt of all addenda with submission of bid.

GENERAL INSURANCE REQUIREMENTS – The Contractor is required to provide the minimum following coverage:

- General Liability: $2,000,000
- Personal Injury: $1,000,000
- Property Damage $500,000
- Builder's Risk $200,000

All of the above insurance policies shall name Peninsula Township as an additional insured.

- Workers Compensation insurance as required by Michigan law

Failure to furnish Affidavit of Insurance will result in bid being declared non-responsive. Non-responsive bids will not be considered for award.

M. RESPONSIVENESS – A responsive bid shall substantially conform to the requirements of this Request for Proposal and/or specifications contained herein. Bidders who substitute any other terms, conditions, specifications and/or requirements or who qualify their bids in such a manner as to nullify or limit their liability to the contracting entity shall be deemed non-responsive and the bid will not be considered for award. Also, bids containing any clause that would limit contracting authority shall be considered non-responsive.

N. RESPONSIBLE STANDING OF BIDDER – To be considered for award, bidder must at least: have the ability to obtain adequate financial resources without limitation; be able to comply with required or proposed delivery/completion schedule; have a satisfactory record of performance; have a satisfactory record of integrity and ethics; be otherwise qualified and eligible to receive award.

PERFORMANCE REQUIREMENTS

A. QUALITY – Quality of workmanship must conform to the highest standards of these practices.

B. COMPLIANCE WITH FEDERAL, STATE, COUNTY, AND LOCAL LAWS – Bids must comply with all federal, state, county and local laws, to include but not be limited to, all applicable standard safety, emission, and noise control requirements. Any vehicles or equipment shall contain all standard safety, emission, and noise control requirements required for the types and sizes of equipment at the time of their manufacture. The contractor agrees, during the performance of work or service, to comply with all applicable codes and ordinance of Peninsula Township, Grand Traverse County, or State of Michigan as they may apply, as these laws may now read or as they may hereafter be changed or amended.

PRICING

Name and Contact Information of Contractor Submitting Bid:

MIKE LAUTNER / M&M LOG HOME CARE, LLC
3297 HOLIDAY VIEW DR
TRAVERSE CITY, MI 49686
231-938-9399

Please include:

1. **Itemized description of services with pricing summary.**
2. **A schedule of planned activities.**
3. **A description of any special conditions required to complete the proposed work.**
4. **Manufacturer and product information for products intended for project use.**
5. **Documentation of previous experience repairing historic log structures including references.**
6. **Affidavit of Insurance.**

Bids to include all labor and materials and must be valid for one (1) year.

Authorized Signature:

Date:

over 50 years

Perfect Fence Company

4156 M-37 South
Gaawn, Mich. 49637
PH 231-943-8370 FAX 231-943-8493
www.perfectfencetc.com
info@perfectfencetc.com

Name peninsula fire department
Date 7-23-16
Address 14247 center road

Home
Cell
Work
Fax

LIABILITY INSURANCE ON ALL EMPLOYEES

E-mail

184' of 6' high chaibn link fence all galvanized chain link fence
with 3 strand barb wire
2 1/2" 20 wt end
2" 20 wt line post
1 5/8" 20 wt top rail
2 1/2 40 wt gate post
2- 12 double swing gates
all post cemented into the ground
all fittings included
material and labor ----------$ 5,296.00

The Above proposal, when accepted at PERFECT FENCE, become a contract between the two parties and is not subject to countermand.
Owner is to establish lot lines, grade and remove all obstructions from lot lines.
Contractor shall not be liable for delays caused by strikes, weather conditions, delays in obtaining materials or any other causes beyond their control.
Fence when completed, shall remain property of perfect fence company, until payed in full
PERFECT FENCE COMPANY IS A FULLY INSURED CORPORATION

QUOTES ARE VALID FOR 30 DAYS

PROPOSAL BY Robert krumm ACCEPTED BY

PERFECT FENCE LAND OWNER

Quote

Apple Fence Company

1893 Pine Tree Road
Grawn, MI 49637

Telephone 231-276-9888
Fax 231-276-6111

DATE: June 28, 2016

Company Name: PENINSULA TOWNSHIP
Attn: RANDY

Billing Address: 14247 CENTER RD
City, State, Zip- TRAVERSE CITY, MI 49686
Phone: 231-223-4443
Cell: 231-463-0330
Fax:
EMAIL: RANDYR@PENINSULATOWNSHIP.COM
MISS DIG REQUIRED: YES
PROJECT: TOWER FENCE
PER ONSITE VISIT

Project Address: SAME
City, State, Zip:

PROVIDE AND INSTALL THE FOLLOWING:
141' – 6' HIGH COMMERCIAL GRADE CHAINLINK FENCE SYSTEM COMPLETE
1 – 12' DOUBLE DRIVE GATE WITH HARDWARE
TOTAL INSTALLED COST: $4,837.00
NET TERMS 1/3 DOWN, BALANCE DUE UPON COMPLETION

CUSTOMER IS RESPONSIBLE FOR ANY DAMAGE TO UNDER GROUND SPRINKLER SYSTEMS.
CUSTOMER IS RESPONSIBLE FOR ESTABLISHING PROPERTY LINES. INITIAL HERE_____

Accepted By _____Date _____/_____/_____

PLEASE VISIT OUR WEBSITE AT: www.applefence.com

Treasurer

From: Allison O'Keefe <allisonalling@yahoo.com>
Sent: Wednesday, August 3, 2016 12:44 PM
To: FalconerEr@tcaps.net; treasurer@peninsulatownship.com
Subject: Request for meeting

Dear Mr. Weatherholt and Mr. Falconer,
I am respectively requesting a joint meeting between Peninsula Township Board and TCAPS Board to discuss he future of Old Mission Peninsula School.

Sent from my iPhone