PENINSULA TOWNSHIP

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

Town Board Special Meeting
Thursday, January 31, 2019, 4:00 p.m.
Township Conference Room
Agenda

1. **Call to Order**
2. **Pledge**
3. **Roll Call**
4. **Brief Citizen Comments (for items not on the agenda)**
5. **Approve Agenda**
6. **Conflict of Interest**
7. **Consent Agenda**
   1. Invoices to be paid (recommend approval)
8. **Business**
   1. Authorize Peninsula Township's Purchase of Development Rights (PDR) sub-committee to prepare and distribute a request for proposals (RFP) for the independent review of select PDR easement reports in the township; parcels requiring audit include but are not limited to the following scenarios: a. owner is a past or present township board member; b. owner is a past or present PDR selection committee member; c. owner is a past or present township employee; d. owner is a past or present township committee member; e. parcels with recently issued land use permits; f. parcels with recently issued special use permits; g. parcels in which a transfer of ownership has occurred within the monitoring year; h. parcels in which a land division, lot line adjustment, or combination has occurred within the monitoring year; h. parcels containing a zoning violation(s)
   2. Authorize the township planner to prepare and distribute a RFP for consulting services to prepare a new community survey
   3. Closed session pursuant to legal update on the 81 strategy, review of defenses, and potential resolution

      (CLOSED SESSION)

   4. Return to Open Session

      (OPEN SESSION)

9. **Citizen Comments**
10. **Board Comments**
11. **Adjournment**

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

_____

Rebecca Chown, Clerk
Peninsula Township

Posted: January 28, 2019, 11:30 a.m.

Consent Agenda

Invoices

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION	INVOICE INFORMATION	
ACENTEK **PO BOX 69** **MESICK, MI 49668--006**	**Amount of Invoice Paid:** **OFFICE PHONE**	**$30.98**
Distribution:		
207-000-850.000	*Communications/Telephone*	*30.98*
VERIZON **PO BOX 15062** **ALBANY, NY 12212-5062**	**Amount of Invoice Paid:** **WIRELESS PHONE**	**$53.48**
Distribution:		
207-000-850.000	*Communications/Telephone*	*53.48*
	Total Amount Disbursed:	**$84.46**

FIRE

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION	INVOICE INFORMATION	
AIRGAS USA **PO BOX 802576** **CHICAGO, IL 60680-2576**	**Amount of Invoice Paid:** **OXYGEN TANKS**	**$195.47**

Distribution:

206-000-932.000	*Ambulance Supplies*	*195.47*

AIRGAS USA **PO BOX 802576** **CHICAGO, IL 60680-2576**	**Amount of Invoice Paid:** **OXYGEN TANKS SMALL**	**$176.40**

Distribution:

206-000-932.000	*Ambulance Supplies*	*176.40*

AIRGAS USA **PO BOX 802576** **CHICAGO, IL 60680-2576**	**Amount of Invoice Paid:** **OXYGEN CYLINDER RENTAL**	**$30.61**

Distribution:

206-000-932.000	*Ambulance Supplies*	*30.61*

APEX ELECTRIC OF GT. INC **1505 N. ORCHARD DR.** **TRAVERSE CITY, MI 49686**	**Amount of Invoice Paid:** **ELEC. WORK STN 2 SPKLERS**	**$372.96**

Distribution:

206-000-970.000	*Capital Outlay*	*372.96*

BAY SUPPLY AND MARKETING INC **520 U.S. 31 SOUTH** **TRAVERSE CITY, MI 49684**	**Amount of Invoice Paid:** **T-SHIRTS**	**$519.20**

Distribution:

206-000-935.000	*Uniforms*	*519.20*

BLUE CROSS BLUE SHIELD OF MICH **PO BOX 674416** **DETROIT, MI 48267-4416**	**Amount of Invoice Paid:** **HEALTH INSURANCE**	**$5,528.05**

Distribution:

206-000-712.000	*Hospitalization/Life Insuranc*	*621.05*
704-000-227.020	*Medical Insurance Withholding*	*109.60*
206-000-712.000	*Hospitalization/Life Insuranc*	*1,085.82*
704-000-227.020	*Medical Insurance Withholding*	*191.61*
206-000-712.000	*Hospitalization/Life Insuranc*	*726.50*
704-000-227.020	*Medical Insurance Withholding*	*128.21*
206-000-712.000	*Hospitalization/Life Insuranc*	*490.12*
704-000-227.020	*Medical Insurance Withholding*	*86.49*
206-000-712.000	*Hospitalization/Life Insuranc*	*261.36*
704-000-227.020	*Medical Insurance Withholding*	*46.12*
206-000-712.000	*Hospitalization/Life Insuranc*	*494.18*
704-000-227.020	*Medical Insurance Withholding*	*87.21*
206-000-712.000	*Hospitalization/Life Insuranc*	*1,019.81*
704-000-227.020	*Medical Insurance Withholding*	*179.97*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION	INVOICE INFORMATION	
BOUND TREE MEDICAL **23537 NETWORK PLACE** **CHICAGO, IL 60673-1235**	**Amount of Invoice Paid:** **MED SUPPLILES**	**$249.92**
Distribution:		
206-000-932.000	*Ambulance Supplies*	*249.92*
BOUND TREE MEDICAL **23537 NETWORK PLACE** **CHICAGO, IL 60673-1235**	**Amount of Invoice Paid:** **MED SUPPLIES**	**$15.18**
Distribution:		
206-000-932.000	*Ambulance Supplies*	*15.18*
BOUND TREE MEDICAL **23537 NETWORK PLACE** **CHICAGO, IL 60673-1235**	**Amount of Invoice Paid:** **MEDICAL SUPPLIES**	**$178.85**
Distribution:		
206-000-932.000	*Ambulance Supplies*	*178.85*
BREATHING AIR SYSTEMS **8855 E BOARD STREET** **REYOLDSBURG, OH 43068**	**Amount of Invoice Paid:** **BREATHING AIR COMPRESSOR MAINTENA**	**$1,209.30**
Distribution:		
206-000-933.000	*Equipment Maintenance*	*1,209.30*
CAPITAL ONE COMMERCIAL **PO BOX 5219** **CAROL STREAM, IL 60197-5219**	**Amount of Invoice Paid:** **MATERIALS/SUPPLIES**	**$307.94**
Distribution:		
206-000-970.000	*CAPITAL OUTLAY STATION 2*	*278.98*
206-000-726.000	*Supplies*	*10.60*
206-000-806.LTF	*Late Fees*	*18.36*
CARDMEMBER SERVICE **P.O. BOX 790408** **SAINT LOUIS, MO 63179-0408**	**Amount of Invoice Paid:** **SUPPLIES - SAMS**	**$112.18**
Distribution:		
206-000-726.000	*Supplies*	*112.18*
CHARTER COMMUNICATIONS **PO BOX 3019** **MILWAUKEE, WI 53201-3019**	**Amount of Invoice Paid:** **STATION 1 INTERNET TV CHARGES**	**$165.99**
Distribution:		
206-000-850.CHC	*Charter Communications*	*165.99*
CHARTER COMMUNICATIONS **PO BOX 3019** **MILWAUKEE, WI 53201-3019**	**Amount of Invoice Paid:** **STATION 2 INTERNET & TV**	**$83.00**
Distribution:		
206-000-850.CHC	*Charter Communications*	*83.00*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION | **INVOICE INFORMATION**

CLUFF WELL DRILLING COMPANY
6222 E TRAVERSE HWY

TRAVERSE CITY, MI 49684

Amount of Invoice Paid: $575.00
REPLACD CONT BOX STATION 1

Distribution:

206-000-930.000	*Stations Repairs and Maintenance*	*575.00*

CONSUMERS ENERGY
PAYMENT CENTER
PO BOX 740309
CINCINNATI, OH 45274-0309

Amount of Invoice Paid: $664.83
LIGHTS & POWER

Distribution:

206-000-921.000	*Electricity*	*664.83*

CONSUMERS ENERGY
PAYMENT CENTER
PO BOX 740309
CINCINNATI, OH 45274-0309

Amount of Invoice Paid: $26.68
STREET LIGHTS

Distribution:

206-000-926.000	*Street Lighting*	*12.10*
206-000-926.000	*Street Lighting*	*14.58*

CRYSTAL FLASH PETROLEUM
PO BOX 1804

GRAND RAPIDS, MI 49501

Amount of Invoice Paid: $330.99
FUEL

Distribution:

206-000-751.000	*Gas & Oil*	*330.99*

CRYSTAL FLASH PETROLEUM
PO BOX 1804

GRAND RAPIDS, MI 49501

Amount of Invoice Paid: $763.63
FUEL

Distribution:

206-000-751.000	*Gas & Oil*	*763.63*

DEWEESE HARDWARE
1029 CARVER ST

TRAVERSE CITY, MI 49684

Amount of Invoice Paid: $56.12
STATION 2 SUPPLIES

Distribution:

206-000-930.000	*Stations Repairs and Maintenance*	*56.12*

DEWEESE HARDWARE
1029 CARVER ST

TRAVERSE CITY, MI 49684

Amount of Invoice Paid: $14.00
STATION 2 THERMOSTAT

Distribution:

206-000-930.000	*Stations Repairs and Maintenance*	*14.00*

DEWEESE HARDWARE
1029 CARVER ST

TRAVERSE CITY, MI 49684

Amount of Invoice Paid: $21.55
SUPPLIES

Distribution:

206-000-970.000	*Capital Outlay*	*21.55*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION	INVOICE INFORMATION	
DEWEESE HARDWARE **1029 CARVER ST** **TRAVERSE CITY, MI 49684**	**Amount of Invoice Paid:** **2 DEADBOLTS**	**$34.98**
Distribution:		
206-000-970.000	*Capital Outlay*	*34.98*
DEWEESE HARDWARE **1029 CARVER ST** **TRAVERSE CITY, MI 49684**	**Amount of Invoice Paid:** **PARTS FIX AIR OUTLET TANKER 2**	**$21.77**
Distribution:		
206-000-939.000	*Vehicle Maintenance*	*21.77*
DEWEESE HARDWARE **1029 CARVER ST** **TRAVERSE CITY, MI 49684**	**Amount of Invoice Paid:** **PART TO FIX AIR OUTLET TANKER 2**	**$2.99**
Distribution:		
206-000-939.000	*Vehicle Maintenance*	*2.99*
DEWEESE HARDWARE **1029 CARVER ST** **TRAVERSE CITY, MI 49684**	**Amount of Invoice Paid:** **STATION 2**	**$27.67**
Distribution:		
206-000-726.000	*Supplies*	*27.67*
DEWEESE HARDWARE **1029 CARVER ST** **TRAVERSE CITY, MI 49684**	**Amount of Invoice Paid:** **STN 2 SUPPLIES**	**$44.22**
Distribution:		
206-000-726.000	*Supplies*	*44.22*
DINGES FIRE COMPANY **243 EAST MAIN STREET** **P.O. BOX 58** **AMBOY, IL 61310**	**Amount of Invoice Paid:** **NOZZLE TIPS FOR FIRE STREAMS**	**$294.58**
Distribution:		
206-000-970.000	*Capital Outlay*	*294.58*
DTE ENERGY **PO BOX 740786** **CINCINNATI, OH 45274-0786**	**Amount of Invoice Paid:** **GAS HTG STN 2**	**$312.19**
Distribution:		
206-000-745.000	*Heating Fuel*	*312.19*
DTE ENERGY **PO BOX 740786** **CINCINNATI, OH 45274-0786**	**Amount of Invoice Paid:** **GAS HTG STN 1**	**$353.58**
Distribution:		
206-000-745.000	*HEATING FUEL*	*353.58*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION | **INVOICE INFORMATION**

FICK & SONS DIESEL GARAGE
P.O. BOX 588

GRAYLING, MI 49738

Amount of Invoice Paid: $1,090.12
ENG WORK WILDFIRE BATT - BRAVO 2

Distribution:

206-000-939.000	*Vehicle Maintenance*	*1,090.12*

FIRE RECOVERY EMS
3223 N. WILKE ROAD

ARLINGTON HEIGHTS, IL 60004

Amount of Invoice Paid: $513.55
EMS BILLING

Distribution:

206-301-818.000	*Contractual Services*	*513.55*

GT METRO EMERGENCY SERVICES AUTHORI
897 PARSONS RD

TRAVERSE CITY, MI 49686

Amount of Invoice Paid: $292.00
BULLET PROOF VESTS

Distribution:

206-000-970.000	*Capital Outlay*	*292.00*

HYDRO FLOW PRODUCTS INC
1330 ENSELL ROAD

LAKE ZURICH, IL 60047

Amount of Invoice Paid: $76.00
REPAIR HOSE MONSTER

Distribution:

206-000-933.000	*Equipment Maintenance*	*76.00*

JOHN HANCOCK LIFE INSURANCE CO
PO BOX 2495

CAROL STREAM, IL 60132-2495

Amount of Invoice Paid: $4,293.00
PENSION CONTRIBUTIONS

Distribution:

206-000-718.000	*Pension*	*1,138.92*
206-000-718.000	*Pension*	*766.27*
206-000-718.000	*Pension*	*936.77*
206-000-718.000	*Pension*	*942.86*
750-000-227.FPN	*3% Fire Employee Pension Contribution*	*155.74*
750-000-227.FPN	*3% Fire Employee Pension Contribution*	*179.28*
750-000-227.FPN	*3% Fire Employee Pension Contribution*	*173.16*

KELLER THOMA
26555 EVERGREEN SUITE 1240

SOUTHFIELD, MI 48076

Amount of Invoice Paid: $5,206.25
LEGAL - GENERAL MATTERS

Distribution:

206-000-801.000	*Legal Fees*	*5,206.25*

KELLER THOMA
26555 EVERGREEN SUITE 1240

SOUTHFIELD, MI 48076

Amount of Invoice Paid: $350.00
LEGAL - GENERAL MATTERS

Distribution:

206-000-801.000	*Legal Fees*	*350.00*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION	INVOICE INFORMATION	
KOPY SALES, INC. **821 ROBINWOOD CT** **TRAVERSE CITY, MI 49686**	**Amount of Invoice Paid:** **COPY CHARGES**	**$46.55**
Distribution:		
206-000-818.COP	*Copier & Copier Supplies*	*46.55*
KOPY SALES, INC. **821 ROBINWOOD CT** **TRAVERSE CITY, MI 49686**	**Amount of Invoice Paid:** **COPY CHARGES NOV. 2018**	**$60.95**
Distribution:		
206-000-818.COP	*Copier & Copier Supplies*	*60.95*
KWIK PRINT **515 S GARFIELD AVE** **TRAVERSE CITY, MI 49686**	**Amount of Invoice Paid:** **PRINT INSPECTION REPORTS**	**$108.48**
Distribution:		
206-000-900.000	*Printing & Publishing*	*108.48*
LARK LAWN & GARDEN **4037 NORTON RD** **GRAWN, MI 49637-9747**	**Amount of Invoice Paid:** **CHAINSAW REPAIR**	**$13.44**
Distribution:		
206-000-933.000	*Equipment Maintenance*	*13.44*
LARK LAWN & GARDEN **4037 NORTON RD** **GRAWN, MI 49637-9747**	**Amount of Invoice Paid:** **CHAINSAW PARTS**	**$125.20**
Distribution:		
206-000-933.000	*Equipment Maintenance*	*125.20*
LARK LAWN & GARDEN **4037 NORTON RD** **GRAWN, MI 49637-9747**	**Amount of Invoice Paid:** **CHAINSAW PARTS**	**$26.77**
Distribution:		
206-000-933.000	*Equipment Maintenance*	*26.77*
LARK LAWN & GARDEN **4037 NORTON RD** **GRAWN, MI 49637-9747**	**Amount of Invoice Paid:** **CHAINSAW REPAIR**	**$111.87**
Distribution:		
206-000-933.000	*Equipment Maintenance*	*111.87*
MAX'S SERVICE INC **135 EAST STATE STREET** **TRAVERSE CITY, MI 49684**	**Amount of Invoice Paid:** **LABOR FIX WASHER**	**$127.00**
Distribution:		
206-000-933.000	*Equipment Maintenance*	*127.00*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION	INVOICE INFORMATION	
MUNSON HOME HEALTH **921 W. FRONT ST** **TRAVERSE CITY, MI 49684**	**Amount of Invoice Paid:** **MEDICAL SUPPLIES**	**$48.32**
Distribution:		
206-000-932.000	*Ambulance Supplies*	*48.32*
MUNSON MEDICAL CENTER **PO BOX 1188** **ATTN: NON PATIENT BILLING. CORP FIN** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **RESTOCKING AMB. KITS**	**$150.00**
Distribution:		
206-000-932.000	*Ambulance Supplies*	*150.00*
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION	INVOICE INFORMATION	
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*
NORTH FLIGHT, INC **PO BOX 1188** **TRAVERSE CITY, MI 49685-1188**	**Amount of Invoice Paid:** **EMS SERVICE**	**$250.00**
Distribution:		
206-301-818.000	*Contractual Services*	*250.00*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION | **INVOICE INFORMATION**

NORTH FLIGHT, INC
PO BOX 1188

TRAVERSE CITY, MI 49685-1188

Amount of Invoice Paid: $250.00
EMS SERVICE

Distribution:

206-301-818.000	*Contractual Services*	*250.00*

NORTH FLIGHT, INC
PO BOX 1188

TRAVERSE CITY, MI 49685-1188

Amount of Invoice Paid: $250.00
EMS SERVICE

Distribution:

206-301-818.000	*Contractual Services*	*250.00*

NYE UNIFORM
1030 SCRIBNER NW

GRAND RAPIDS, MI 49504

Amount of Invoice Paid: $77.49
UNIFORMS

Distribution:

206-000-935.000	*Uniforms*	*77.49*

NYE UNIFORM
1030 SCRIBNER NW

GRAND RAPIDS, MI 49504

Amount of Invoice Paid: $60.51
UNIFORMS

Distribution:

206-000-935.000	*Uniforms*	*60.51*

PHOENIX SAFETY OUTFITTERS
PO BIX 20445

COLUMBUS, OH 43220

Amount of Invoice Paid: $352.86
SAFETY GEAR BOOTS

Distribution:

206-000-970.000	*Capital Outlay*	*352.86*

PLIC-SBD GRAND ISLAND
PO BOX 10372

DES MOINES, IA 50306-0372

Amount of Invoice Paid: $105.35
LIFE INSURANCE

Distribution:

206-000-712.000	*LIFE INS- BLACKMER*	*15.05*
206-000-712.000	*LIFE INS - GILSTORFF*	*15.05*
206-000-712.000	*LIFE INS - HAINES*	*15.05*
206-000-712.000	*LIFE INS - LIPKE*	*15.05*
206-000-712.000	*LIFE INS - PASSALACQUA*	*15.05*
206-000-712.000	*LIFE INS - SICOLI*	*15.05*
206-000-712.000	*LIFE INS - STROM*	*15.05*

PREMIER SAFETY
PO BOX 33757

DETROIT, MI 48232-3757

Amount of Invoice Paid: $130.37
AIR PACK REPAIR

Distribution:

206-000-933.000	*Equipment Maintenance*	*130.37*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION | **INVOICE INFORMATION**

SHEREN PLUMBING AND HEATING
3801 RENNIE SCHOOL RD

TRAVERSE CITY, MI 49685

Amount of Invoice Paid: $194.00
REPAIR HEATERS

Distribution:

206-000-930.000	*Stations Repairs and Maintenance*	*194.00*

STATE OF MI (FED ID #38-6000134)
MI DEPT OF HEALTH & HUMAN SERVICES
CASHIER'S OFFICE
LANSING, MI 48909

Amount of Invoice Paid: $111.60
QUALITY ASSURANCE ASSESSMENT

Distribution:

206-000-939.LIC	*Veh. License*	*111.60*

STATE OF MICHIGAN
MDHHS, DIVISION OF EMS AND TRAUMA
PO BOX 30437
LANSING, MI 48909

Amount of Invoice Paid: $150.00
YEARLY EMS AGENCY LICENSE RENEWAL

Distribution:

206-000-939.LIC	*Veh. License*	*150.00*

THE UPS STORE
801 S GARFIELD AVE

TRAVERSE CITY, MI 49686

Amount of Invoice Paid: $17.43
BOUND TREE MED SHIPMENT

Distribution:

206-000-724.000	*POSTAGE*	*17.43*

VERIZON
PO BOX 15062

ALBANY, NY 12212-5062

Amount of Invoice Paid: $63.91
WIRELESS PHONES

Distribution:

206-000-850.000	*Communications/Telephone*	*63.91*

VERIZON WIRELESS
PO BOX 15062

ALBANY, NY 12212-5062

Amount of Invoice Paid: $80.90
WIRELESS SVC.

Distribution:

206-000-850.000	*Communications/Telephone*	*80.90*

Total Amount Disbursed: $30,673.75

GEN

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION | **INVOICE INFORMATION**

ACENTEK
PO BOX 69

MESICK, MI 49668--006

Amount of Invoice Paid: $66.76
LGTHSE SVC PHONE

Distribution:

508-000-850.000	COM/TELEPHONE - LIGHTHOUSE	66.76

ACENTEK
PO BOX 69

MESICK, MI 49668--006

Amount of Invoice Paid: $577.08
TWP OFFICE PHONES

Distribution:

101-173-850.000	COM/TELEPHONE - OFFICE MANAGER	197.13
101-209-850.000	COM/TELEPHONE - ASSESSOR	61.97
101-253-850.000	COM/TELEPHONE - TREASURER	92.95
101-215-850.000	COM/TELEPHONE - CLERK	92.95
101-400-850.000	COM/TELEPHONE - PLANNING	30.98
101-420-850.000	COM/TELEPHONE - ZONING	30.98
508-000-850.000	COM/TELEPHONE - LIGHTHOUSE	39.14
101-171-850.000	COM/TELEPHONE - SUPERVISOR	30.98

AFLAC
1932 WYNNTON ROAD

COLUMBUS, GA 31999

Amount of Invoice Paid: $398.80
SUPPLMNT INSURANCE

Distribution:

750-000-227.050	Supplemental Insurance	115.20
750-000-227.050	Supplemental Insurance	32.88
750-000-227.050	Supplemental Insurance	73.80
750-000-227.050	Supplemental Insurance	82.94
750-000-227.050	Supplemental Insurance	32.54
750-000-227.050	Supplemental Insurance	61.44

BAIRD, COTTER & BISHOP, P.C.
134 WEST HARRIS STREET

CADILLAC, MI 49601

Amount of Invoice Paid: $1,500.00
PAYROLL NOV 2018

Distribution:

101-215-818.CPA	CPA Contract Services	1,500.00

BAIRD, COTTER & BISHOP, P.C.
134 WEST HARRIS STREET

CADILLAC, MI 49601

Amount of Invoice Paid: $1,500.00
PAYROLL DEC 2018

Distribution:

101-215-818.000	Contractual Services	1,500.00

BAIRD, COTTER & BISHOP, P.C.
134 WEST HARRIS STREET

CADILLAC, MI 49601

Amount of Invoice Paid: $745.00
CLERKS OFFICE TRNG AND ASSISTANCE

Distribution:

101-215-818.CPA	CPA Contract Services	745.00

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION | **INVOICE INFORMATION**

BLUE CROSS BLUE SHIELD OF MICH
PO BOX 674416

DETROIT, MI 48267-4416

Amount of Invoice Paid: $7,163.81
HEALTH INSURANCE

Distribution:

704-000-227.020	Medical Insurance Withholding	159.82
101-209-712.000	Medical/Life Insurance	905.65
704-000-227.020	Medical Insurance Withholding	201.21
101-253-712.000	Hospitalization/Life Insurance	1,140.20
704-000-227.020	Medical Insurance Withholding	112.41
101-420-712.000	Hospitalization/Life Insurance	636.98
704-000-227.020	Medical Insurance Withholding	102.60
101-173-712.000	Hospitalization/Life Insurance	581.41
704-000-227.020	Medical Insurance Withholding	256.80
101-400-712.000	Hospitalization/Life Insurance	1,455.19
704-000-227.020	Medical Insurance Withholding	241.73
101-215-712.000	Hospitalization/Life Insurance	1,369.81

BS & A SOFTWARE
14965 ABBEY LANE

BATH, MI 48808

Amount of Invoice Paid: $1,720.00
CEMETARY MGMT SOFTWARE

Distribution:

101-215-814.000	Software License & Support	1,720.00

BS & A SOFTWARE
14965 ABBEY LANE

BATH, MI 48808

Amount of Invoice Paid: $3,510.00
GL/AP TRAINING

Distribution:

101-215-960.000	Education & Training	1,755.00
101-253-960.000	Education & Training	1,755.00

BS & A SOFTWARE
14965 ABBEY LANE

BATH, MI 48808

Amount of Invoice Paid: $425.00
CEMETARY PROJECT

Distribution:

101-215-814.000	Software License & Support	425.00

CARDMEMBER SERVICE
P.O. BOX 790408

SAINT LOUIS, MO 63179-0408

Amount of Invoice Paid: $1,096.47
SUPPLIES VARIOUS

Distribution:

101-215-818.200	Software License	31.78
101-215-725.000	Computer Supplies	31.78
101-215-724.000	Postage	500.00
101-173-726.000	Supplies	129.11
508-000-818.SEC	Security	24.99
101-101-818.010	Contractual and Recording Secr	16.95
297-000-724.000	POSTAGE	69.53
101-253-724.000	Postage	200.00
101-101-818.000	Contractual Services	100.00
101-215-806.LTF	Late Fees	87.72
101-215-818.000	Contractual Services	(95.39)

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION | **INVOICE INFORMATION**

CHARTER COMMUNICATIONS
PO BOX 3019

MILWAUKEE, WI 53201-3019

Amount of Invoice Paid: $89.98
TOWNSHIP HALL

Distribution:

101-173-850.000	*Communications/Telephone*	*89.98*

CHARTER COMMUNICATIONS
PO BOX 3019

MILWAUKEE, WI 53201-3019

Amount of Invoice Paid: $109.98
INTERNET SVC.

Distribution:

101-173-818.WEB	*Website*	*109.98*

CHARTER COMMUNICATIONS
PO BOX 3019

MILWAUKEE, WI 53201-3019

Amount of Invoice Paid: $109.98
INTERNET SVC. JAN 2019

Distribution:

101-173-818.WEB	*Website*	*109.98*

CHRISTINA DEEREN
6591 E TRAVERSE HWY

TRAVERSE CITY, MI 49684

Amount of Invoice Paid: $68.40
MILEAGE

Distribution:

101-420-870.000	*Mileage*	*68.40*

CHS
15888 COLLECTIONS CENTER DR

CHICAGO, IL 60693-0001

Amount of Invoice Paid: $489.17
PROPANE FOR TWP OFFICES/TWP HALL

Distribution:

101-173-726.000	*Supplies*	*489.17*

CHS
15888 COLLECTIONS CENTER DR

CHICAGO, IL 60693-0001

Amount of Invoice Paid: $527.43
PROPANE LGHTHSE

Distribution:

508-000-745.000	*Heating Fuel*	*527.43*

CHS
15888 COLLECTIONS CENTER DR

CHICAGO, IL 60693-0001

Amount of Invoice Paid: $444.25
PROPANE TWP HALL444.25

Distribution:

101-265-745.000	*Heating Fuel*	*444.25*

CONSUMERS ENERGY
PAYMENT CENTER
PO BOX 740309
CINCINNATI, OH 45274-0309

Amount of Invoice Paid: $890.90
LIGHTS & POWER - VARIOUS LOCATIONS

Distribution:

208-751-926.000	*Street Lighting*	*23.59*
101-265-926.000	*Street Lighting*	*30.92*
208-751-926.000	*Street Lighting*	*24.94*
208-751-921.000	*Electricity*	*25.40*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION		INVOICE INFORMATION	
	101-265-921.000	Electricity	70.95
	101-265-921.000	Electricity	373.81
	215-000-921.000	Electricity	93.32
	208-751-921.000	Electricity	25.40
	508-000-921.000	Electricity	7.19
	208-751-921.000	Electricity	25.40
	101-265-921.CEM	Cemetery Electric	25.40
	101-265-921.BJN	Big John Electric	137.15
	212-000-921.000	Electricity	27.43
CONSUMERS ENERGY **PAYMENT CENTER** **PO BOX 740309** **CINCINNATI, OH 45274-0309**		**Amount of Invoice Paid:** **STREET LIGHTS**	**$382.74**
	Distribution:		
	101-000-226.010	Franklin Wds., St.light	12.50
	596-000-926.000	STREET LIGHTING--COMPACTOR	19.66
	101-265-926.000	Street Lighting	59.37
	101-000-226.000	Pen.Hills Townhouses,St.light	16.34
	101-000-226.075	Underwood Farms Street Light	20.91
	208-751-926.000	Street Lighting	48.38
	101-000-226.030	OMPS, Street Lighting	12.09
	101-000-226.040	Cherrywood Commons, St. Light	12.09
	101-000-226.060	Mission Hills, Street Light	169.31
	101-000-226.070	Congregational Church Lightin	12.09
CRAIN SYSTEMS GROUP LLC **P.O. BOX 5257** **TRAVERSE CITY, MI 49696**		**Amount of Invoice Paid:** **PRINTER REPAIR LTHSE**	**$75.00**
	Distribution:		
	508-000-818.000	Contractual Services	75.00
CRAIN SYSTEMS GROUP LLC **P.O. BOX 5257** **TRAVERSE CITY, MI 49696**		**Amount of Invoice Paid:** **PLOTTER CABLES & SVC**	**$157.70**
	Distribution:		
	101-400-818.000	Contractual Services	157.70
DAVE SANGER **1699 BRAEMAR DRIVE** **TRAVERSE CITY, MI 49686**		**Amount of Invoice Paid:** **MILEAGE MAY 2018**	**$110.23**
	Distribution:		
	101-209-870.000	Mileage	110.23
DAVE SANGER **1699 BRAEMAR DRIVE** **TRAVERSE CITY, MI 49686**		**Amount of Invoice Paid:** **MILEAGE**	**$48.14**
	Distribution:		
	101-420-870.ENF	Code Enforcement Mileage	48.14

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION	INVOICE INFORMATION	
DEWEESE HARDWARE **1029 CARVER ST** **TRAVERSE CITY, MI 49684**	**Amount of Invoice Paid:** **LTHSE SUPPLIES**	**$27.64**
Distribution:		
508-000-726.000	*Supplies*	*27.64*
DEWEESE HARDWARE **1029 CARVER ST** **TRAVERSE CITY, MI 49684**	**Amount of Invoice Paid:** **LGHTHSE SUPPLIES**	**$30.48**
Distribution:		
508-000-726.KPR	*Keeper Quarter Supplies*	*30.48*
DEWEESE HARDWARE **1029 CARVER ST** **TRAVERSE CITY, MI 49684**	**Amount of Invoice Paid:** **CLEAN SUPPLIES; BATTERIES**	**$18.98**
Distribution:		
508-000-726.KPR	*Keeper Quarter Supplies*	*18.98*
DTE ENERGY **PO BOX 740786** **CINCINNATI, OH 45274-0786**	**Amount of Invoice Paid:** **GAS HTG BIG JOHN**	**$269.63**
Distribution:		
101-265-745.BJN	*Big John Heat*	*269.63*
FOLEY & MANSFIELD **130 EAST NINE MILE ROAD** **FERNDALE, MI 48220**	**Amount of Invoice Paid:** **LEGAL - LAND DIVISIONS**	**$375.00**
Distribution:		
101-101-801.000	*Legal Fees*	*375.00*
GINGER SCHULTZ **3877 SMOKEY COVE DR** **TRAVERSE CITY, MI 49686**	**Amount of Invoice Paid:** **MILEAGE**	**$17.00**
Distribution:		
508-000-870.000	*Mileage*	*17.00*
GINGER SCHULTZ **3877 SMOKEY COVE DR** **TRAVERSE CITY, MI 49686**	**Amount of Invoice Paid:** **MILEAGE**	**$63.75**
Distribution:		
508-000-870.000	*Mileage*	*63.75*
GRAND TRAVERSE MTA ASSOCIATION **3848 VETERANS DRIVE** **TRAVERSE CITY, MI 49686**	**Amount of Invoice Paid:** **2019 ANNUAL DUES**	**$204.43**
Distribution:		
101-101-958.000	*Memberships and Dues*	*204.43*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION | **INVOICE INFORMATION**

HAMPEL'S INC
104 MACKEY DR

TRAVERSE CTIY, MI 49684

Amount of Invoice Paid: $412.00
DOOR LOCKS & KEYS

Distribution:

101-173-930.000	*Repairs and Maintenance*	*380.00*
101-173-930.000	*Repairs and Maintenance*	*32.00*

IMAGE360
1702 BARLOW ST

TRAVERSE CITY, MI 49686

Amount of Invoice Paid: $62.12
ELECTION SIGNAGE - ADD'L SIGN

Distribution:

101-191-726.000	*Supplies*	*62.12*

JOANNE WESTPHAL
12414 CENTER RD

TRAVERSE CITY, MI 49686

Amount of Invoice Paid: $37.61
MILEAGE

Distribution:

101-191-870.000	*Mileage*	*11.45*
101-215-870.000	*Mileage*	*26.16*

JOHN HANCOCK LIFE INSURANCE CO
PO BOX 2495

CAROL STREAM, IL 60132-2495

Amount of Invoice Paid: $12,439.75
PENSION CONTRIBUTIONS

Distribution:

704-000-227.070	*PENSION - DUE TO JOHN HANCOCK*	*11,931.57*
750-000-227.FPN	*3% Fire Employee Pension Contribution*	*508.18*

JOHN HANCOCK LIFE INSURANCE CO
PO BOX 2495

CAROL STREAM, IL 60132-2495

Amount of Invoice Paid: $7,634.88
PENSION

Distribution:

704-000-227.070	*PENSION - DUE TO JOHN HANCOCK*	*7,305.54*
750-000-227.FPN	*3% Fire Employee Pension Contribution*	*100.12*
750-000-227.FPN	*3% Fire Employee Pension Contribution*	*107.67*
750-000-227.FPN	*3% Fire Employee Pension Contribution*	*121.55*

KWIK PRINT
515 S GARFIELD AVE

TRAVERSE CITY, MI 49686

Amount of Invoice Paid: $173.98
PRNTG PERMITS, ENVLPES

Distribution:

101-420-726.000	*Supplies*	*75.00*
101-173-726.000	*Supplies*	*98.98*

LOLA JACKSON
11376 SOUTH VIEW PLACE

TRAVERSE CITY, MI 49686

Amount of Invoice Paid: $81.20
MILEAGE - QVF SEMINAR

Distribution:

101-191-870.000	*Mileage*	*81.20*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION | **INVOICE INFORMATION**

MARILYN ELLIOTT
18811 WHISPERING TRAIL

TRAVERSE CITY, MI 49686

Amount of Invoice Paid: $82.02
MILEAGE - MTA TRAINING

Distribution:

101-253-870.000	*Mileage*	*41.01*
101-215-870.000	*Mileage*	*41.01*

MCCARDEL CULLIGAN WATER
40 HUGHES DRIVE

TRAVERSE CITY, MI 49686

Amount of Invoice Paid: $9.00
COOLER RENTAL

Distribution:

101-173-818.WTR	*Water Cooler*	*9.00*

NORTHERN OFFICE EQUIPMENT
801 WOODMERE AVE

TRAVERSE CITY, MI 49686

Amount of Invoice Paid: $501.41
COPIER COSTS

Distribution:

101-173-818.COP	*COPIER & COPIER SUPPLIES - BLACK*	*78.62*
101-173-818.COP	*COPIER & COPIER SUPPLIES - COLOR*	*422.79*

NORTHERN OFFICE EQUIPMENT
801 WOODMERE AVE

TRAVERSE CITY, MI 49686

Amount of Invoice Paid: $674.44
COPIER COSTS

Distribution:

101-173-818.COP	*COPIER & COPIER SUPPLIES - BLACK*	*68.92*
101-173-818.COP	*COPIER & COPIER SUPPLIES - COLOR*	*605.52*

OHEARN PEST CONROL
PO BOX 41

TRAVERSE CITY, MI 49685

Amount of Invoice Paid: $35.00
BAIT STATION REFILL

Distribution:

508-000-728.000	*Grounds*	*35.00*

PLIC-SBD GRAND ISLAND
PO BOX 10372

DES MOINES, IA 50306-0372

Amount of Invoice Paid: $122.67
LIFE INSURANCE

Distribution:

101-171-712.000	*HOSPITALIZATION/LIFE INSURANCE - SUP*	*9.79*
101-253-712.000	*HOSPITALIZATION/LIFE INS - TREASURER*	*22.58*
101-215-712.000	*HOSPITALIZATION/LIFE INS - CLERK*	*30.10*
101-209-712.000	*MEDICAL/LIFE INS - ASSESSING*	*15.05*
101-420-712.000	*HOSPITALIZATION/LIFE INS - ZONING*	*15.05*
101-400-712.000	*HOSPITALIZATION/LIFE INSURANCE- PLANNIN*	*15.05*
101-173-712.000	*HOSPITALIZATION/LIFE INSURANCE - OM*	*15.05*

PROFILE
3820 CASS ROAD

TRAVERSE CITY, MI 49684

Amount of Invoice Paid: $170.00
PICK UP SHREDDING BINS

Distribution:

101-173-820.000	*Shredding*	*170.00*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION | **INVOICE INFORMATION**

PURE WATER WORKS
720 S. GARFIELD AVE

TRAVERSE CITY, MI 49686

Amount of Invoice Paid: $62.40
6 BAGS SALT TWP OFFICES

Distribution:

101-265-726.000	*Supplies*	*62.40*

REBECCA CHOWN
2877 OLD MISSION RD.

TRAVERSE CITY, MI 49686

Amount of Invoice Paid: $22.75
CLERKS MEETING

Distribution:

101-215-965.000	*Meetings*	*22.75*

RECORD EAGLE (PUBS)
120 W FRONT ST

TRAVERSE CITY, MI 49684

Amount of Invoice Paid: $185.25
ZONING ORDINANCE LEGL NTCE

Distribution:

101-430-900.000	*Publishing*	*185.25*

RECORD EAGLE (PUBS)
120 W FRONT ST

TRAVERSE CITY, MI 49684

Amount of Invoice Paid: $81.50
LEGAL NOTICE PUBLIC HEARING

Distribution:

101-101-900.PUB	*Publishing*	*81.50*

ROBERT K MANIGOLD
PO BOX 22

OLD MISSION, MI 49673

Amount of Invoice Paid: $1,158.00
MILEAGE YEAR 2018

Distribution:

101-171-870.000	*MILEAGE ALL 2018*	*1,158.00*

ROBERT K MANIGOLD
PO BOX 22

OLD MISSION, MI 49673

Amount of Invoice Paid: $31.51
EXPENSES

Distribution:

101-171-965.000	*Meetings*	*9.85*
101-171-965.000	*Meetings*	*10.55*
101-171-965.000	*Meetings*	*11.11*

ROBERT WILKINSON
18426 CINDER RD

INTERLOCHEN, MI 49643

Amount of Invoice Paid: $2,240.00
OFFICE CLNG NOV 2018 - JAN 2019

Distribution:

101-265-818.000	*CONTRACTUAL SERVICES - BULDG & GROUND*	*2,240.00*

ROBERT WILKINSON
18426 CINDER RD

INTERLOCHEN, MI 49643

Amount of Invoice Paid: $2,930.00
PARKS & TOWNSHIP LAWN & MAINTENANC

Distribution:

101-265-818.000	*Contractual Services*	*556.70*
212-000-818.000	*Contractual Services*	*58.60*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION		INVOICE INFORMATION	
	508-000-818.000	Contractual Services	439.50
	208-751-818.000	Contractual Services	1,640.80
	101-265-818.000	Contractual Services	234.40

ROBERT WILKINSON
18426 CINDER RD

INTERLOCHEN, MI 49643

Amount of Invoice Paid: $2,930.00
LAWN & MAINTENANCE

Distribution:

101-265-818.000	CONTRACTUAL SERVICES - BULDG & GROUND	556.70
208-751-818.000	CONTRACTUAL SERVICES - PARKS	1,640.80
212-000-818.000	Contractual Services	58.60
508-000-818.000	Contractual Services	439.50
101-265-818.000	Contractual Services	234.40

ROBIN NOVAL
1262 LONDOLYN TERRACE EAST

TRAVERSE CITY, MI 49686

Amount of Invoice Paid: $16.33
CLERKS MTG.

Distribution:

101-215-965.000	Meetings	16.33

ROSATI, SCHULTZ, JOPPICH & AMTSBUEC
27555 EXECUTIVE DRIVE, SUITE 250

FARMINGTON, MI 48331

Amount of Invoice Paid: $1,050.00
LEGAL - THE 81

Distribution:

101-101-801.000	Legal Fees	1,050.00

SALLY AKERLEY
PO BOX 307

ELK RAPIDS, MI 49629

Amount of Invoice Paid: $175.00
ASSESSOR CERT DUES

Distribution:

101-209-958.000	Memberships and Dues	175.00

SALLY AKERLEY
PO BOX 307

ELK RAPIDS, MI 49629

Amount of Invoice Paid: $83.93
MILEAGE

Distribution:

101-209-870.000	Mileage	83.93

STAPLES CREDIT PLAN
PO BOX 78004

PHOENIX, AZ 85062-8004

Amount of Invoice Paid: $660.68
OFFICE SUPPLIES

Distribution:

101-173-726.000	Supplies	189.01
101-171-726.000	Supplies	44.18
101-215-726.000	Supplies	205.45
101-410-726.000	Supplies	29.68
101-253-726.000	Supplies	184.17
101-430-726.000	Supplies	8.19

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION	INVOICE INFORMATION	
STATE OF MICHIGAN **7064 CROWNER DRIVE** **LANSING, MI 48980-0001**	**Amount of Invoice Paid:** **NOTARY PUBLIC APPLICATION - S PIEHL**	**$10.00**
Distribution:		
101-173-958.000	*Memberships and Dues*	*10.00*
THE COPY SHOP, INC. **713 E 8TH STREET** **TRAVERSE CITY, MI 49686**	**Amount of Invoice Paid:** **PRNTD ENVELOPES**	**$228.00**
Distribution:		
101-253-726.000	*Supplies*	*80.00*
101-253-726.000	*Supplies*	*74.00*
101-420-726.000	*Supplies*	*74.00*
TRAVERSE CITY LIGHT & POWER **PO BOX 592** **TRAVERSE CITY, MI 49685-0592**	**Amount of Invoice Paid:** **STREET LIGHTS**	**$10.61**
Distribution:		
101-000-226.080	*HOMESTEAD STREET LIGHT*	*10.61*
TRAVERSE CITY LIGHT & POWER **PO BOX 592** **TRAVERSE CITY, MI 49685-0592**	**Amount of Invoice Paid:** **STREET LIGHTS**	**$10.61**
Distribution:		
101-000-226.080	*HOMESTEAD STREET LIGHT*	*10.61*
VERIZON **PO BOX 15062** **ALBANY, NY 12212-5062**	**Amount of Invoice Paid:** **WIRELESS PHONES**	**$78.37**
Distribution:		
508-000-850.000	*Com/Telephone*	*26.97*
508-000-850.000	*Com/Telephone*	*51.40*
WEST BEND MUTUAL INS COMP **1900 S 18TH AVE** **WEST BEND, WI 53095**	**Amount of Invoice Paid:** **BOND FOR NOTARY - PIEHL**	**$55.00**
Distribution:		
101-173-958.000	*Memberships and Dues*	*55.00*
WEST MICHIGAN TOURIST ASSOCIAT **781 B KENMOOR AVE** **GRAND RAPIDS, MI 49586**	**Amount of Invoice Paid:** **ADVERT IN LGHTHSE MAP**	**$805.00**
Distribution:		
508-000-900.000	*Publishing*	*805.00*
YOUR COBRA CONNECTION **PO BOX 1983** **PORTAGE, MI 49081-1983**	**Amount of Invoice Paid:** **COBRA ADMIN 2/1/19 - 4/30/19**	**$75.00**
Distribution:		
101-173-818.000	*Contractual Services*	*75.00*

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 1/29/2019 12:

VENDOR INFORMATION	INVOICE INFORMATION

Total Amount Disbursed: $58,549.75

Business

PDR Monitoring Subcommittee Report

PENINSULA TOWNSHIP

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

To: Rob Manigold

From: PDR Monitoring Subcommittee
Marge Achorn
Isaiah Wunsch
Dave Sanger

Subject: Subcommittee Report

Date: September 30, 2018

At the September 25th meeting of the Township Board, you appointed 3 Trustees to a subcommittee that you asked to evaluate the annual monitoring requirements for the PDR Easements on properties in the Township, and make recommendations for the monitoring program for the 2018 calendar year.

The subcommittee met on Friday, September 28 at 2:00PM in the Township Office. This letter summarizes the results of the meeting.

Background

The subcommittee reviewed Township Ordinance 23, the Purchase of Development Rights Ordinance adopted in 1994. This Ordinance is the basis for most of the conservation easements in the Township. Other easements, including Donation of Development Rights and other private easements were also mentioned as having similar annual monitoring requirements.

The PDR Ordinance requires that *"the Township … contract with a recognized and legally established non-profit land conservancy or other experienced and qualified individual that would share in the process of negotiating easements and establishing both the baseline studies and the procedures for monitoring of any conservation easements acquired under this Ordinance and would be done in accordance with "The Standards and Practices Guidebook issues in 1989 by the Land Trust Alliance"*.

The Land Trust Alliance Guidebook (amended in 2017) in Standard 11, Conservation Easement Stewardship, defines practices for "Conservation Easement Monitoring", as follows:

1. *Adopt a written policy and/or procedures for monitoring conservation easements that establishes consistent monitoring protocols and recordkeeping procedures.*

2. *Monitor each conservation easement property at least once a calendar year*

    a. *If the land trust uses aerial monitoring, conduct on-the-ground monitoring at least once every five years.*
    b. *Promptly document the annual monitoring activities for each conservation easement.*

Discussion and Analysis

The subcommittee reviewed the monitoring requirements of the PDR Ordinance and the practices defined by the Land Trust Alliance Guidebook.

The subcommittee discussed that the Ordinance requires that the Township establish procedures for monitoring conservation easements in accordance with the practices established by the Land Trust Alliance. At the September 25th Town Board meeting, you presented a letter from Gordon Hayward, dated October 11, 2017 , wherein he stated the "procedures and forms" used by the Township for monitoring conform to the requirements of the Ordinance. The subcommittee agreed that the required procedures are in place.

The subcommittee discussed whether Township staff employees could conduct the annual monitoring, or whether the Ordinance required that the monitoring be conducted by a "legally established non-profit land conservancy". The subcommittee agreed that the Ordinance requires the "conservancy or other experienced and qualified individual" to establish the procedures and that the procedures had been previously established as reported by Gordon Hayward in October 2017. The Ordinance does not specify who will complete the work in accordance with the procedures.

Next, the subcommittee discussed the question "who should conduct the annual monitoring" according to the procedures previously adopted by the Township. The subcommittee reviewed the qualifications, knowledge and experience of 2 staff members who conducted the monitoring last year. The subcommittee agreed that Sally Akerley and Christina Deeren had the required qualifications, knowledge and experience to conduct the field work, report preparation and analysis to prepare the annual monitoring for 2018.

The subcommittee discussed whether these employees could have the monitoring tasks added to their normal responsibilities (and conduct the work outside the normal Township office schedule) or whether they would be treated as "independent contractors". The subcommittee agreed that these employees should be treated as "employees", rather than "independent contractors". This relationship would ensure that these employees would have coverage for liability and injury while doing these additional tasks; in addition, the misclassification by the Township in treating these employees as Independent Contractors could have financial implications for the Township.

The subcommittee discussed the responsibility of the Township Board to provide oversight for the PDR program, to ensure that the PDR program is not only monitored annually, but that there is an annual review by an independent third party (outside of the Township or the land owner) to ensure upholding the integrity of the public trust that has been placed by the citizens in the PDR program assets.

The subcommittee agreed that the annual monitoring, wherein on-site compliance data is gathered, recorded and reported is a required annual task. The subcommittee agreed that the Township should also have the results of the annual monitoring program reviewed by an outside firm. This is similar to the independent audit of the financial reports that is conducted annually by an outside auditing firm.

Summary and Recommendations

1. The Township has established procedures for monitoring conservation easements, as required by Ordinance 23.

2. The Township may utilize existing staff or outside consultants to conduct the annual monitoring of properties. The Township has 2 employees who are experienced, qualified and knowledgeable; these employees have offered to conduct the filed audits and prepare the reports during time not spent in their daily work activities. Because these employees would be assigned tasks separate from their normal work activities, they may be compensated for the PDR monitoring on a "per task" basis, rather than adding to their salary for their normal work activities. Both employees are paid on a salaried basis and classified as "exempt" employees based on their job descriptions, job knowledge and qualifications, and responsibilities and decision-making authority.

   Sally Akerley and Christina Deeren should be asked to conduct the monitoring and reporting for 2018.

3. The Township should hire a third party to conduct an audit of the annual monitoring report for 2018. The Grand Traverse Regional Conservancy and Networks Northwest are qualified firms that should be asked to submit a Proposal for the annual audit of the PDR program. This audit should be conducted under authority of the Township Board, with submission of the audit results as soon as possible after completion by staff of the annual monitoring report.

Prepared by Dave Sanger