

**Packet**

# Consent Agenda

# Invoices

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 2/11/2020 12:**

**VENDOR INFORMATION****INVOICE INFORMATION****SALLY AKERLEY**

**Amount of Invoice Paid: \$27.03**  
**MILEAGE**

*Distribution:*  
101-209-870.000      Mileage      27.03

**AMERICAN PLANNING ASSOCIATION**

**Amount of Invoice Paid: \$613.00**  
**MEMBSHP & SUBSCRIPTION**

*Distribution:*  
101-400-958.000      Memberships and Dues      518.00  
101-400-957.000      Newspapers/Books/ Magazines      95.00

**BAIRD, COTTER & BISHOP, P.C.**

**Amount of Invoice Paid: \$435.00**  
**CONTRACT SERVICES - PAYROLL/GL**

*Distribution:*  
101-215-818.CPA      CPA Contract Services      435.00

**BS & A SOFTWARE**

**Amount of Invoice Paid: \$3,442.00**  
**ANNUAL SUPPORT FEES**

*Distribution:*  
101-215-814.000      SOFTWARE LICENSE & SUPPORT - PAY      906.00  
101-215-814.000      SOFTWARE LICENSE & SUPPORT - AP      691.00  
101-215-814.000      SOFTWARE LICENSE & SUPPORT - GL      404.50  
101-215-814.000      SOFTWARE LICENSE & SUPPORT - CEM      345.00  
101-253-814.000      SOFTWARE LICENSE / SUPPORT - CASH RECEI      691.00  
101-253-814.000      SOFTWARE LICENSE / SUPPORT - GL      404.50

**CHS**

**Amount of Invoice Paid: \$493.82**  
**PROPANE - LGHTHSE**

*Distribution:*  
508-000-745.000      Heating Fuel      493.82

**ES&S ELECTION SYSTEMS&SOFTWARE**

**Amount of Invoice Paid: \$273.88**  
**ELECTION EXPRESS VOTE CARDS**

*Distribution:*  
101-191-726.000      Supplies      273.88

**FOLEY & MANSFIELD**

**Amount of Invoice Paid: \$3,541.66**  
**CONTRACT SERVICE**

*Distribution:*  
101-101-801.000      Legal Fees      3,541.66

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 2/11/2020 12:**

**VENDOR INFORMATION**

**INVOICE INFORMATION**

<b>HOME DEPOT</b>		<b>Amount of Invoice Paid:</b>	<b>\$3.79</b>
		<b>LOCK DRY LUBE</b>	
	<i>Distribution:</i> 101-173-726.000	<i>Supplies</i>	<i>3.79</i>
<b>MCCARDEL CULLIGAN WATER</b>		<b>Amount of Invoice Paid:</b>	<b>\$23.00</b>
		<b>WATER COOLER</b>	
	<i>Distribution:</i> 101-173-818.WTR	<i>Water Cooler</i>	<i>23.00</i>
<b>NETWORKS NORTHWEST</b>		<b>Amount of Invoice Paid:</b>	<b>\$1,200.00</b>
		<b>BLIGHT ORD MTG FACILITATION REPORT</b>	
	<i>Distribution:</i> 101-400-818.000	<i>Contractual Services</i>	<i>1,200.00</i>
<b>PENINSULA TOWNSHIP</b>		<b>Amount of Invoice Paid:</b>	<b>\$7.35</b>
		<b>PETTY CASH - POSTAGE</b>	
	<i>Distribution:</i> 101-209-724.000	<i>Postage</i>	<i>7.35</i>
<b>REBECCA CHOWN</b>		<b>Amount of Invoice Paid:</b>	<b>\$11.39</b>
		<b>MILEAGE</b>	
	<i>Distribution:</i> 101-215-870.000	<i>Mileage</i>	<i>11.39</i>
<b>STAPLES CREDIT PLAN</b>		<b>Amount of Invoice Paid:</b>	<b>\$314.45</b>
		<b>OFFICE SUPPLIES</b>	
	<i>Distribution:</i> 101-191-726.000	<i>Supplies</i>	<i>84.31</i>
	101-173-726.000	<i>Supplies</i>	<i>80.15</i>
	101-400-726.000	<i>Supplies</i>	<i>134.70</i>
	101-253-726.000	<i>Supplies</i>	<i>15.29</i>
<b>TRAVERSE CITY LIGHT &amp; POWER</b>		<b>Amount of Invoice Paid:</b>	<b>\$10.61</b>
		<b>STREET LIGHT</b>	
	<i>Distribution:</i> 101-000-226.080	<i>HOMESTEAD STREET LIGHT</i>	<i>10.61</i>
<b>ROBERT WILKINSON</b>		<b>Amount of Invoice Paid:</b>	<b>\$3,000.00</b>
		<b>PARKS TWP MAINTENANCE</b>	
	<i>Distribution:</i> 101-265-818.000	<i>CONTRACTUAL SERVICES - BULDG &amp; GROUND</i>	<i>150.00</i>

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 2/11/2020 12:**

**VENDOR INFORMATION**

**INVOICE INFORMATION**

<i>208-751-818.000</i>	<i>CONTRACTUAL SERVICES - PARKS</i>	<i>1,710.00</i>
<i>508-000-818.000</i>	<i>Contractual Services</i>	<i>450.00</i>
<i>209-000-818.000</i>	<i>Contractual Services</i>	<i>540.00</i>
<i>596-000-818.000</i>	<i>Contractual Services</i>	<i>90.00</i>
<i>212-000-818.000</i>	<i>Contractual Services</i>	<i>60.00</i>

**Total Amount Disbursed: \$13,396.98**

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 2/11/2020 12:**

**VENDOR INFORMATION****INVOICE INFORMATION**

<b>BOUND TREE MEDICAL</b>	<b>Amount of Invoice Paid:</b>	<b>\$489.00</b>
	<b>IV BAG WARMER</b>	
<i>Distribution:</i>		
<i>206-000-932.000</i>	<i>Ambulance Supplies</i>	<i>489.00</i>
<b>BOUND TREE MEDICAL</b>	<b>Amount of Invoice Paid:</b>	<b>\$584.97</b>
	<b>ALS SUPPLIES - BRAVO 2 UPGRADE</b>	
<i>Distribution:</i>		
<i>206-000-932.000</i>	<i>Ambulance Supplies</i>	<i>584.97</i>
<b>CRYSTAL FLASH PETROLEUM</b>	<b>Amount of Invoice Paid:</b>	<b>\$929.27</b>
	<b>FUEL</b>	
<i>Distribution:</i>		
<i>206-000-751.000</i>	<i>Gas &amp; Oil</i>	<i>929.27</i>
<b>DEWEESE HARDWARE</b>	<b>Amount of Invoice Paid:</b>	<b>\$15.48</b>
	<b>DASH CAMERA CHARGER</b>	
<i>Distribution:</i>		
<i>206-000-939.000</i>	<i>Vehicle Maintenance</i>	<i>15.48</i>
<b>DOUGLASS SAFETY SYSTEMS LLC</b>	<b>Amount of Invoice Paid:</b>	<b>\$13,313.83</b>
	<b>TURNOUT GEAR - TRIBAL GRANT</b>	
<i>Distribution:</i>		
<i>206-000-970.000</i>	<i>Capital Outlay</i>	<i>13,313.83</i>
<b>OVERHEAD DOOR</b>	<b>Amount of Invoice Paid:</b>	<b>\$157.90</b>
	<b>GARAGE DOOR REPAIR - STN 1</b>	
<i>Distribution:</i>		
<i>206-000-930.000</i>	<i>Stations Repairs and Maintenance</i>	<i>157.90</i>
<b>STAPLES CREDIT PLAN</b>	<b>Amount of Invoice Paid:</b>	<b>\$29.99</b>
	<b>PAPER</b>	
<i>Distribution:</i>		
<i>206-000-726.000</i>	<i>Supplies</i>	<i>29.99</i>
<b>THE UPS STORE</b>	<b>Amount of Invoice Paid:</b>	<b>\$11.98</b>
	<b>AIR SMPLE FOR CASCADE SYSTEM</b>	
<i>Distribution:</i>		
<i>206-000-724.000</i>	<i>POSTAGE</i>	<i>11.98</i>

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 2/11/2020 12:**

**VENDOR INFORMATION**

**WITMAR PUBLIC SAFETY GROUP**

**INVOICE INFORMATION**

**Amount of Invoice Paid: \$2,424.50  
VEHICLE DASH CAMERAS**

*Distribution:*  
206-000-970.000      *Capital Outlay*      2,424.50

---

**Total Amount Disbursed: \$17,956.92**



**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 2/11/2020 12:**

**VENDOR INFORMATION**

**INVOICE INFORMATION**

**SALLY AKERLEY**

**Amount of Invoice Paid: \$200.67  
MILEAGE - PDR**

*Distribution:*  
297-000-818.MON PDR Monitoring 200.67

**CHRISTINA DEEREN**

**Amount of Invoice Paid: \$197.23  
MILEAGE**

*Distribution:*  
297-000-818.MON PDR Monitoring 197.23

**Total Amount Disbursed: \$397.90**

# Reports

**Ordinance Enforcement  
Officer Annual Report for  
Calendar Year 2019**

**Peninsula Township Zoning Department**  
Ordinance Enforcement Officer

To: Township Board

Subject: Ordinance Officer Annual Report – 2019

From: David K. Sanger

Date: January 22, 2020

The Ordinance Enforcement Officer, reporting to the Zoning Director, worked a total of 465 hours during 2019, handling 268 incidents while driving 2,180 miles for property visits in the Township.

Major accomplishments include:

1. Responding to all citizen requests for assistance with the Zoning Ordinance and other Township Ordinances; these requests include investigation of neighborhood activity in violation of the Ordinances and requests for additional information of the specifics of the Ordinance.
2. Resolving violations of the Short-Term housing rental and Night Sky sections of the Zoning Ordinance; while the preferred outcome is voluntary compliance, 10 Citations were written in 2019 that resulted in compliance with the Ordinance.
3. Conducting property visits that resulted in finding construction projects underway without the required Township Land Use Permit; these situations provided opportunities for voluntary compliance through communication and education for property owners who often were unaware for the requirement for a Township Land Use Permit.
4. Upon request from the Road Commission, focus enforcement efforts on maintaining the Right-of-Way area of roads for the safety of motorists by keeping these areas clear of cars, boats, and other items for sale, and removing real estate and garage sale signs and (most recently) hoists and dock sections from the ROW.

A detailed report by month is attached.

**Peninsula Township Ordinance Enforcement Officer  
 Ordinance Violation Summary by Month  
 January Through December 2019**

<b><u>Zoning Ordinance</u></b>	<b><u>J</u></b>	<b><u>F</u></b>	<b><u>M</u></b>	<b><u>A</u></b>	<b><u>M</u></b>	<b><u>J</u></b>	<b><u>J</u></b>	<b><u>A</u></b>	<b><u>S</u></b>	<b><u>O</u></b>	<b><u>N</u></b>	<b><u>D</u></b>	<b><u>Total</u></b>
Signs in ROW	1	2	2	14	26	43	15	5	21	19		4	152
LUP Check/Violation			3	2	2	6	9	2	3	4	2		33
Car & Boat For Sale in ROW				3	1	3		5	3	1	1		17
Short-term rental			1		1		5	4	1	1			13
Night Sky Violation	5	1					1	1	1	1		1	11
Beach - hoists/docks								1	2	4		1	8
Beach - Trees/Seawall			1						3	1		1	6
SUP Check/Violation		1	1				1					3	6
Other			1			2	2	1					6
Outside Storage	1					1	1	1				1	5
Setback Violation	1		1						2				4
Signs outside ROW									1				1
Fence Violation													0
<b>Total Zoning</b>	<b>8</b>	<b>5</b>	<b>9</b>	<b>19</b>	<b>30</b>	<b>55</b>	<b>34</b>	<b>20</b>	<b>37</b>	<b>31</b>	<b>3</b>	<b>11</b>	<b>262</b>
<b>Junk Ordinance</b>				1					2				3
<b>Fireworks Ordinance</b>													0
<b>Dangerous Bldg</b>				1					1				2
<b>Stormwater Ord.</b>							1						1
<b>Large Event Ordinance</b>													0
<b>Noise Ordinance</b>													0
<b>Total Other Ordinances</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>Total All Ordinances</b>	<b>8</b>	<b>5</b>	<b>9</b>	<b>21</b>	<b>30</b>	<b>55</b>	<b>35</b>	<b>20</b>	<b>40</b>	<b>31</b>	<b>3</b>	<b>11</b>	<b>268</b>
<b>Citations Issued</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>Officer's Hours Worked</b>	<b>36.3</b>	<b>25.0</b>	<b>12.5</b>	<b>43.4</b>	<b>52.8</b>	<b>45.0</b>	<b>67.0</b>	<b>50.9</b>	<b>34.8</b>	<b>48.3</b>	<b>33.5</b>	<b>16.3</b>	<b>465.6</b>
<b>Officer's Miles Driven</b>	<b>94</b>	<b>59</b>	<b>28</b>	<b>142</b>	<b>281</b>	<b>266</b>	<b>356</b>	<b>169</b>	<b>261</b>	<b>271</b>	<b>114</b>	<b>139</b>	<b>2180</b>

Memo:  
 Other - August            motorhome in ROW; use as dwelling

**Peninsula Township Ordinance  
Enforcement Officer Report  
for January 2020**

**Peninsula Township Ordinance Enforcement Officer  
 Ordinance Violation Summary by Month  
 January Through December 2020**

<b><u>Zoning Ordinance</u></b>	<b><u>J</u></b>	<b><u>F</u></b>	<b><u>M</u></b>	<b><u>A</u></b>	<b><u>M</u></b>	<b><u>J</u></b>	<b><u>J</u></b>	<b><u>A</u></b>	<b><u>S</u></b>	<b><u>O</u></b>	<b><u>N</u></b>	<b><u>D</u></b>	<b><u>Total</u></b>
Signs in ROW													0
LUP Check/Violation	1												1
Car & Boat For Sale in ROW													0
Short-term rental													0
Night Sky Violation													0
Beach - hoists/docks													0
Beach - Trees/Seawall													0
SUP Check/Violation													0
Other													0
Outside Storage													0
Setback Violation													0
Signs outside ROW													0
Fence Violation													0
<b>Total Zoning</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Junk Ordinance</b>													<b>0</b>
<b>Fireworks Ordinance</b>													<b>0</b>
<b>Dangerous Bldg</b>													<b>0</b>
<b>Stormwater Ord.</b>													<b>0</b>
<b>Large Event Ordinance</b>													<b>0</b>
<b>Noise Ordinance</b>													<b>0</b>
<b>Total Other Ordinances</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total All Ordinances</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Citations Issued</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>Officer's Hours Worked</b>	<b>11.8</b>												<b>11.8</b>
<b>Officer's Miles Driven</b>	<b>34</b>												<b>34</b>

Memo:





**Grand Traverse County  
Sheriff Daily Officer  
Summary for January 2020**

## Grand Traverse County Sheriff

Page 1 of 1  
02/03/20 13:03:40Division Daily Officer Summary  
Officer 1/1/2020 - 1/31/2020

Location	Activity	Hours
Patrol		
France, Virnell 129		
east bay		
	13000 assault	1.00
	93001 accident, traffic pda	<u>1.00</u>
		2.00
lec		
	breaks	1.00
	training	<u>9.00</u>
		10.00
off duty		
	off duty	<u>0.00</u>
		0.00
peninsula		
	26000 fraud	0.75
	55000 health and safety	3.50
	93001 accident, traffic pda	2.75
	93006 Traffic Policing/Assist	0.50
	94002 false alarm	0.25
	98003 property checks	1.50
	98006 civii matter	0.75
	98007 suspicious situation	2.50
	99006 public relations	1.00
	99008 assist	1.00
	99009 general noncriminal	0.25
	administrative	1.50
	breaks	4.00
	maintenance equip/vehicle	0.25
	Traffic Patrol	118.50
	warning issued	2.25
	warrant attempt/arrest	<u>1.00</u>
		142.25
traverse city		
	Traffic Patrol	<u>1.00</u>
		<u>1.00</u>
	France, Virnell	<u>155.25</u>
	Patrol	<u>155.25</u>
	Total	155.25

Daily Count

1/1/2020 - 1/31/2020

Paper

Division	Officer	Location	Traffic	Citation	Warning	Paper service	Accident
----------	---------	----------	---------	----------	---------	---------------	----------

Patrol							
France, Virnell	129						
east bay							1
peninsula			6		6		3
France, Virnell			6	0	6	0	4
Patrol			6	0	6	0	4
Total			6	0	6	0	4

**Grand Traverse County Sheriff's  
Office Citation, Accident, & Arrest  
Statistics by Township  
for January 2020**

# Grand Traverse Sheriff's Office Citation, Accident & Arrest Statistics

January 2020

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	20	0	0	22	0	4	22
02 Blair	25	0	4	21	2	23	25
03 East Bay	58	0	0	33	1	7	33
04 Fife Lake	1	1	0	4	0	1	5
05 Garfield	109	0	8	84	6	80	92
06 Grant	1	0	0	6	0	2	6
07 Green Lake	10	0	1	15	0	2	16
08 Long Lake	5	0	3	16	2	10	19
09 Mayfield	1	0	2	7	1	1	9
10 Peninsula	1	0	0	8	1	1	8
11 Paradise	5	0	1	10	0	5	11
12 Union	2	0	0	3	0	0	3
13 Whitewater	2	0	0	9	0	0	9
29 Fife Lake Vlg	1	0	0	1	0	0	1
30 Kingsley Vlg	3	0	0	2	0	3	2
66 Traverse City	4	0	0	0	0	90	0
84 Out of County	0	0	0	0	0	26	0
<b>Totals</b>	<b>248</b>	<b>1</b>	<b>19</b>	<b>241</b>	<b>13</b>	<b>255</b>	<b>261</b>

Ticket stats are based on what District Court has entered as of 2/04/20.  
 Arrest stats are as of 2/04/20.

**Peninsula Township  
Fire Department  
for January 2020**



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



---

## MONTHLY FIRE DEPARTMENT REPORT

**RUNS:** Alarm Date between 2020-01-01 and 2020-01-31

### Incident Type Details

#### Incident Type Group 2020 Total

300 - EMS 27  
400 - HAZMAT 2  
500 - Service Call 3  
700 - False Alarm 2  
**Total 31 31**

### Mutual Aid Summary

#### Aid Given Or Received 2020 Total

None 31  
**Total 31**

### Mutual Aid for Structure Fires

#### Aid Given Or Received Total

**Total 0**

### Level of Service 2020 Total

Advanced Life Support 19  
Basic Life Support 7  
**Total 26**

### Disposition 2020 Total

Patient Treated, Released (AMA) 2  
Transported No Lights/Siren 14  
Transported Lights/Siren 2  
Patient Evaluated, No Treatment/Transport Required 4  
Patient Refused Evaluation/Care (Without Transport) 2  
Assist, Public 1  
Patient Treated, Transported by Private Vehicle 1  
**Total 26**

**TRAINING:** For the month of January, the crews spent time reviewing department policies both EMS and Fire related. They covered air packs donning and doffing, stretcher use, thermal imaging camera, truck inspections, hose placement, many worked on ALS and BLS skills, safe driving and pre incident surveys. Two members worked on instructor skills preparing for an upcoming certified instructor course in February. Very busy month of training.

**OTHER ACTIVITY:** Fire inspections for businesses were started for 2020. Chief is working on new station 3 plans with architect and Gordie Frasier. New skid unit was ordered for the utility truck for brush fires. The department received Tribe grants for turnout gear and a turbo draft, both have been ordered. Chief presented a ten-year strategic plan to the board and worked on budget for 2020/21.

# Minutes



# PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

[www.peninsulatownship.com](http://www.peninsulatownship.com)

**Township Board Special Meeting**

**January 9, 2020, 3:15 p.m.**

**Township Conference Room**

**Meeting Minutes**

1. **Call to Order** by Supervisor Manigold at 3:15 p.m.
2. **Pledge**
3. **Roll Call:** Achorn, Bickle, Sanger, Manigold and Wunsch present. Wahl and Chown absent.
4. **Brief Citizen Comments (for agenda items only):** None
5. **Approve Agenda**

Moved by Sanger to approve the agenda as presented, seconded by Bickle.

**Passed Unan**

6. **Conflict of Interest:** None
7. **Consent Agenda:** any member of the board, staff, or the public may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for full discussion
  1. Invoices (recommend approval)

Moved by Achorn to approve the consent agenda as presented, seconded by Bickle.

**Roll call:**

**Passed Unan**

8. **Business**
  1. Lighthouse: Generator location (discussion)

Moved by Achorn to purchase the 22kw Air-Cooled standby generator from North Country Power Generation LLC in the amount of \$8603.15, seconded by Sanger.

**Roll call:**

**Passed Unan**

9. **Citizen Comments:**

**Nancy R. Heller, 3091 Bluewater Rd.:** Attends the parks committee meetings and encourages the township board and parks committee to have more communication.

## 10. Board Comments:

**Board discussed issues regarding the parks committee and responsibilities of communicating with the township board and making presentations to the township board.**

## 11. Adjournment

Moved by Bickle to adjourn, seconded by Sanger.

**Passed Unan**

Final adjournment: 3:29 p.m.

# PENINSULA TOWNSHIP

13235 Center Road, Traverse City  
MI 49686

[www.peninsulatownship.com](http://www.peninsulatownship.com)

**Township Board Regular Meeting**

**January 14, 2020, 7:00 p.m.**

**Township Hall**

**Meeting Minutes**

1. **Call to Order** by Supervisor Manigold at 7:00 p.m.
2. **Pledge**
3. **Roll Call:** Manigold, Chown, Achorn, Wunsch, Sanger, Wahl, and Bickle
4. **Brief Citizen Comments (for agenda items only)**  
**Brent Strom, Peninsula Township Fire Department:** Thanked the board and residents for raising \$9,500.00 for Muscular Dystrophy.

**Jason Gillman, Grand Traverse County Road Commission:** Waiting for the final invoice for the special assessment districts to be provided by the township to the road commission before payment is sent out. Informed the board that in November, 2020, the county will have the road commission millage on the ballot. Said that the road commission will find money if there are township projects and discussed the erosion issues along Bluff Rd. Noted that the commission is looking to see if federal funds are available to help to fix the erosion issues.

5. **Approve Agenda**  
**Moved by Wunsch to approve the agenda as presented, seconded by Wahl.**  
**Passed unan**

6. **Conflict of Interest:** None
7. **Consent Agenda:** any member of the board, staff, or the public may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for full discussion
  1. Reports
    - A. Old Mission Peninsula Historical Society's Summary of Projects Currently in Progress
    - B. Fire Department's December 2019 Report
    - C. Fire Department's 2019 Annual Report
    - D. Peninsula Community Library's January 2020 Report
    - E. Treasurer's December 2019 Report
    - F. Grand Traverse County Sheriff Daily Officer Summary for December 2019
  2. Correspondence
    - A. Lisa Taylor, Executive Director, Traverse City Track Club
  3. Minutes from December 10, 2019, regular township board meeting and December

17, 2019, special joint township board and parks committee meeting (recommend approval)

4. 2019 PDR Monitoring Reports

**Moved by Bickle to approve the consent agenda as presented, seconded by Wunsch.**

**Roll call:** Passed unan

8. Business

1. Peninsula Township Fire Department Awards (Gilstorff)

**Gilstorff:** Presented awards to the fire department staff for firefighter of the year and lifesaving as well as department citations. Firefighter of the year was awarded to Kyle Sarber,

lifesaving awards were presented to Grant Blackmer, Paul Lipke, Jason Schultema, Dale Hall, Joe Sicolli, and Alex Werly, and department citations were awarded to Lt. Brent Strom, Cory Reamer, Mike Vandermey, and Ethan Passalacqua.

2. Peninsula Township Fire Department Request to Purchase Skid Unit for Utility 1

**Gilstorff:** Gave an introduction to the board regarding the purchase of the skid unit and the need for this piece of equipment.

**Moved by Bickle to approve the request, seconded by Sanger.**

**Roll call:** Passed unan

3. Peninsula Township Fire Request to Purchase and Install Dash Cameras in All Fire Department Vehicles

**Gilstorff:** Last year there were a couple of accidents involving members of the department. If cameras had been installed in the units, they would have helped determine what happened. Going forward, these dash cameras will also aid in training the department.

**Moved by Bickle to purchase and install dash cameras in all fire department vehicles, seconded by Sanger.**

**Roll call:** Passed unan

4. Public Hearing on SUP #134, First Congregational Church Expansion

**Manigold:** Closed regular scheduled meeting and opened public hearing.

**Mielnik:** Gave presentation on the request by First Congregational Church and outlined the details of the plans. This plan was presented to the Planning Commission for approval, and the Planning Commission recommended that it move to the township board for approval.

**Mike Wills, representative for the First Congregational Church:** Gave a PowerPoint presentation and overview of the proposed expansion.

**No public comments.**

**Manigold:** Closed public hearing and returned the issue back to the board.

**Moved by Chown to approve SUP No. 134, as described in the attached findings of fact and conclusions, with the five conditions described therein. These conditions include compliance with requirements from the Grand Traverse County DPW, compliance with stormwater and erosion issues identified by the township engineer, creation of a vegetated buffer, agreement to revisit the noise issue upon request from the Walnut Ridge HOA, and final changes to the fire lane as requested by the Peninsula Township Fire Department, seconded by Bickle.**

**Roll call:**

**Passed unan**

**5. Presentation on Playground Equipment for Bowers Harbor Park and Haserot Beach (Beth Karczewski and Eric Dreier)**

**Karczewski and Dreier:** Presented a development project for playground equipment. Asked the board to make a financial commitment. Discussed raising funds to cover the cost of replacing the playground equipment at Bowers Harbor Park and Haserot Beach. Discussed federal grants that have been applied for in the past and possibly partnering with Carter's Kids to see if private monies can be raised to help with the cost.

**Board discussion with Karczewski and Dreier.**

**Moved by Wunsch to authorize the Peninsula Township Parks Committee to explore bids, plans, and tentative matches, seconded by Wahl.**

**Passed unan**

**6. Best Practices for Taking Minutes at Township Board Meetings (Sanger and Chown)**

**Chown:** Presented the board with information on best practices for minute taking and questioned how much detail should be included in the minutes and what the board would like the minutes to include/exclude according to MTA's standards and the township attorney's recommendations. Should content be limited to a high level summary of citizen comments and board member comments?

**Board discussion followed.**

**Moved by Wunsch to return to best practices, seconded by Chown.**

**Roll call:**

**Passed unan**

**9. Citizen Comments**

**Rick Vida, 9941 Center Rd.:** Thought there would be information in tonight's meeting on the erosion issues along the shoreline.

**David Ward, 13828 Peninsula Drive:** Looking for information on Haserot Beach and future plans with the boat launch.

**Nancy R. Heller, 3091 Blue Water Rd.:** Expressed her pride and gratitude to Chief Gilstorff. Attended Rich Vandermeij's funeral and thought the department did an excellent job. Also has attended the parks meetings and encourages the board to stay up to date with this committee.

**10. Board Comments:**

**Bickle:** Wanted to remind the board that this is the time of year when they seek bids for auditors.

**Manigold:** Reminded the board that Thursday, January 16, at 8:00 a.m. is the study session for the fire department budget.

**11. Adjournment: Moved by Bickle to adjourn, seconded by Wahl.**

**Passed unan**

**Final adjournment: 8:56 p.m.**

**Fiscal Year 2020–2021  
Proposed Regular Meeting  
Dates**

# PENINSULA TOWNSHIP FISCAL 2020-2021 REGULAR MEETING DATES

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

*All meetings are held at the township hall at 7:00 p.m. unless otherwise posted. Note: all meeting dates are tentative.*

*\*Meeting changed from originally scheduled date.*

---

**Becky Chown, Clerk**

Posted: \_\_\_\_\_

# Correspondence



## Rebecca Chown

---

**From:** Rob Manigold <supervisor@peninsulatownship.com>  
**Sent:** Wednesday, January 29, 2020 7:37 AM  
**To:** Becky Chown  
**Subject:** FW: Thanks from TCTC Bayshore

TB packet

---

**From:** Lisa Taylor [mailto:[ltaylor@tctrackclub.com](mailto:ltaylor@tctrackclub.com)]  
**Sent:** Tuesday, January 28, 2020 11:14 AM  
**To:** [supervisor@peninsulatownship.com](mailto:supervisor@peninsulatownship.com)  
**Cc:** [Zoning@peninsulatownship.com](mailto:Zoning@peninsulatownship.com); Julie Duffing  
**Subject:** Thanks from TCTC Bayshore

Dear Rob and Christina:

We just wanted to take this chance to thank you for your time spent helping us make the final decisions related to the TCTC Bayshore Marathon and the Bluff Rd. closure related to the erosion.

We met with Brad Kluczynski this past Monday and reviewed the ideas you had discussed regarding fencing, cones, etc. to be able to keep the course as is with foot traffic.

We are so grateful for the many awesome relationships that have been created over the years with all of the fine organizations that help TCTC make the Bayshore possible.

On another matter, will you plan on having public comment regarding Bayshore at an upcoming Peninsula Township Board meeting? Julie Duffing and I are working on the Bayshore postcard number 1 that goes out to all residents on the courses, and we are also working on the paperwork for permits.

Let us know to be sure we are on track with our timing for these activities.

Again, thanks so much.

Sincerely,

Lisa Taylor, Executive Director  
Traverse City Track Club  
[ltaylor@tctrackclub.com](mailto:ltaylor@tctrackclub.com)  
231-631-2195  
[www.tctrackclub.com](http://www.tctrackclub.com)

## Rebecca Chown

---

**From:** Peg Frederick <fredie51@icloud.com>  
**Sent:** Saturday, February 1, 2020 9:27 AM  
**To:** clerk@peninsulatownship.com  
**Subject:** Winter news letter

Dear Rebecca,

We just want to thank you for the informative and thorough township newsletter. We welcome you as our clerk and appreciate all your efforts.

Happy Winter!

Rick and Peg Frederick

Peg Frederick

## Rebecca Chown

---

**From:** Rob Manigold <supervisor@peninsulatownship.com>  
**Sent:** Monday, February 3, 2020 7:36 AM  
**To:** Becky Chown; Brad Bickle; David K. Sanger; Isaiah S. Wunsch; Margaret A. Achorn; Warren L. Wahl  
**Subject:** FW: WINTER 2020 NEWETTER

-----Original Message-----

**From:** Carol Sullivan [<mailto:cpeddiesullivan@gmail.com>]  
**Sent:** Friday, January 31, 2020 10:07 PM  
**To:** Rob Manigold  
**Subject:** WINTER 2020 NEWETTER

Rob: Just finished reading the Township newsletter - best one ever! Please pass on my Congratulations to those involved.☺. Carol Sullivan  
Sent from my iPhone=

# **Business Agenda**

**Public Hearing for the Peninsula  
Township Fire Department Special  
Assessment District for Fiscal Year  
2020-2021**

## DRAFT - Fund #206: Fire

Updated 02/04/2020

GL Number	Description	03/31/2020 Amended Budget	YTD As Of 01/14/2020
<b>--- Estimated Revenue ---</b>			
206-000-407.000	Delinquent Taxes	30,000	38,388
206-000-620.000	Tax Collection Payover	1,400,000	646,980
206-000-630.000	Ambulance & Fire Service Fees	100,000	83,110
206-000-635.000	Event Standby & Services	2,500	4,496
206-000-664.000	Interest	6,500	13,479
206-000-664.EMR	Interest - EMR	-	2,453
206-000-673.000	Sale of Fixed Assets	60,000	101,655
206-000-675.000	Donations	5,000	5,675
206-000-676.000	Miscellaneous	-	7,907
206-000-699.000	Appropriated Transfers In	-	-
<b>Total Estimated Revenue:</b>		<b>1,604,000</b>	<b>904,143</b>

**--- Appropriations ---**

206-000-702.CHF	Fire Chief Salary	80,000	64,609
206-000-704.000	Permanent Employees	447,611	374,149
206-000-704.EVN	Events Pay	-	-
206-000-705.PRB	Pen. Residency Bonus	5,000	4,583
206-000-706.000	Part Time On Call	178,000	83,789
206-000-707.000	Temporary Employees	-	-
206-000-710.LIB	Liability	35,800	37,900
206-000-710.WRK	Workers Comp	16,300	16,594
206-000-712.000	Hospitalization/Life Insuranc	70,000	56,547
206-000-712.HSA	Health Savings Account	12,000	16,250
206-000-715.000	Employer Social Security	54,000	39,131
206-000-718.000	Pension	55,000	44,563
206-000-724.000	POSTAGE	-	237
206-000-726.000	Supplies	7,000	4,574
206-000-726.FDS	Fire Department Signs	500	-
206-000-726.SIN	Green Resident Signs	600	240
206-000-745.000	Heating Fuel	7,000	2,420
206-000-751.000	Gas & Oil	20,000	15,559
206-000-801.000	Legal Fees	3,000	336
206-000-801.UNI	Union Negotiations	-	-
206-000-806.000	Banking Supplies	200	209
206-000-806.LTF	Late Fees	-	-
206-000-807.000	Audit Fees	2,000	2,023

206-000-818.000	Contractual Services	20,000	14,863
206-000-818.200	Software License	-	2,962
206-000-818.911	911 Subscription	8,000	-
206-000-818.BGC	Background Checks	-	-
206-000-818.COM	Computer Services	1,000	-
206-000-818.COP	Copier & Copier Supplies	800	383
206-000-818.HAZ	Hazmat Mutual Aid	500	395
206-000-818.MAD	Mutual Aid	2,000	250
206-000-818.TST	Testing Compliance	10,000	5,652
206-000-828.000	Health & Safety	10,000	4,447
206-000-850.000	Communications/Telephone	3,000	2,684
206-000-850.CHC	Charter Communications	3,400	2,707
206-000-851.000	Radio Maintenance	2,000	1,275
206-000-870.000	Mileage	-	-
206-000-880.000	Community Promotions	2,000	303
206-000-900.000	Legal Notices	1,000	179
206-000-900.PUB	Publishing	250	inactive
206-000-900.PNP	Printing	-	230
206-000-921.000	Electricity	8,000	5,360
206-000-926.000	Street Lighting	500	393
206-000-930.000	Stations Repairs and Maintenance	8,500	4,888
206-000-932.000	Ambulance Supplies	14,000	7,379
206-000-933.000	Equipment Maintenance	8,000	8,051
206-000-935.000	Uniforms	10,000	6,001
206-000-939.000	Vehicle Maintenance	30,000	22,686
206-000-939.LIC	Veh. License	1,000	416
206-000-957.000	Newspapers/Books/ Magazines	300	-
206-000-958.000	Memberships and Dues	1,000	105
206-000-959.UFA	Fire Union Food Allowance	5,000	5,339
206-000-960.000	Education & Training	10,000	10,134
206-000-961.000	Refund of Taxes	-	-
206-000-962.TRV	Travel Expense	-	-
206-000-971.SBT	Safe Boat	2,000	to veh lic
206-000-970.000	Capital Outlay	226,981	184,462
206-000-970.FH3	Capital Outlay Station #3	-	7,791
206-000-971.SBT	Safe Boat	2,000	-
206-000-998.000	Interest Expense	-	-
<b>Total Appropriations:</b>		<b>1,383,242</b>	<b>1,063,049</b>
<b>Net of Revenues &amp; Ap Net of Revenues &amp; Appropriations:</b>		<b>220,758</b>	<b>(158,906)</b>

2020-21  
DRAFT

36,500

1,462,200

105,000

4,500

15,000

2,000

-

5,000

1,000

-

---

**1,631,200**

92,500

658,600

-

5,000

158,650

-

41,200

19,100

107,000

15,000

70,000

82,660

200

7,000

-

600

7,040

21,000

515

-

260

-

2,100



13,000

8,250

-

1,030

850

500

2,000

12,000

8,000

4,100

4,000

2,060

-

1,500

600

inactive

250

10,240

640

8,500

14,420

9,270

9,000

30,000

1,000

310

1,000

7,040

17,000

-

3,000

inactive

128,000

12,000

make inactive

-

**1,597,985**

**33,215**