

PENINSULA TOWNSHIP

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Township Board Special Meeting Minutes

Township Hall

March 24, 2020, 1:00 p.m.

1. **Call to Order:** by Supervisor Manigold at 1:00 p.m.

2. **Pledge**

3. **Roll Call:** Bickle, Chown, Manigold, Sanger, Wunsch, Wahl; Excused: Achorn

4. **Brief Citizen Comments** (for agenda items only)

Nancy Heller, 3091 Blue Water Road: Supports the three percent cost of living raise for township office staff and officials. These individuals work very hard, and it is in our best interests to give them the raise. Second, the 2019–2020 budget was not amended to reflect the changes during the fiscal year. It appears that the supervisor, the clerk, and the treasurer were given a huge raise when what they are getting is a three percent cost of living raise. See the 04-09-19 meeting agenda and minutes: Resolution 2019-04-09 #1 increased the salary for the supervisor, Resolution 2019-04-09 #2 was for the clerk, and Resolution 2019-04-09 #3 was for the treasurer.

Manigold: Read letter from Monica Hoffman regarding staff salaries. The letter is part of the record.

Paula Kelly: Last year when the budget was done, the salaries of the employees in Grand Traverse County and in the surrounding area were examined. It was discovered that Peninsula Township employees were significantly underpaid compared to the surrounding townships. The determination was given in April to adjust those salaries. The budget was not amended at that time, as we are in that fiscal year. There is only a three percent increase, a cost of living raise, proposed for the new fiscal year.

Manigold: The documentation is with Paula for the explanation of last year's salaries. This year it is a cost of living increase of three percent, not eighteen percent.

5. **Approve Agenda:**

Manigold: At this time, remove agenda item 2, bids and letter of recommendation for the demolition of the garage next to Mission Point Lighthouse.

Motion by Bickle to approve agenda, as amended, seconded by Wunsch.

Roll call:

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. Minutes from February 11, 2020, regular meeting; March 11, 2020, 4:00 p.m. special meeting; and March 11, 2020, 7:00 p.m. special meeting (recommend approval)

2. Correspondence from W. William Rudolph

3. Public service announcement in case toilet paper becomes scarce: Do not flush wipes!

Motion by Wunsch to approve consent agenda, seconded by Bickle.

Roll call:

Passed unan

8. **Business**

1. Authorize clerk and treasurer to pay bills until further notice

Manigold: The budget went out for public viewing on February 26, 2020, and was out at a March 11, 2020, public meeting. We also had two budget study sessions. Due to the governor's orders, this is an essential meeting to approve the budget.

Motion by Wunsch to authorize the clerk and treasurer to pay bills until further notice, seconded by Wahl.

Roll call:

Passed unan

2. Bids and letter of recommendation for the demolition of the garage next to Mission Point Lighthouse (Hodges) **Removed from the agenda; no action will be taken at this time.**

3. Adoption of fire department budget, general fund budget, special funds budget, and appropriate resolutions

Motion by Wunsch, seconded by Bickle, to approve Resolution 2020-03-24 #1 to adopt the general fund budget for fiscal year 2020-2021 at the department level and to appropriate spending the budgeted money.

Chown: This is the wrong resolution; we need resolution #2, the fire department budget.

Motion by Wunsch withdrawn.

Motion by Wunsch, seconded by Bickle, to approve Resolution 2020-03-24 #2 to adopt the fire department budget for fiscal year 2020-2021 at the department level and to appropriate spending the budgeted money.

Roll Call:

Aye: Wahl, Wunsch, Chown, Manigold, Sanger, Bickle

Nay: None

Motion by Wunsch, seconded by Sanger, to approve Resolution 2020-03-24 #3 to set the 2020-2021 millage for the fire department at 2.0 mil.

Roll call:

Aye: Wahl, Wunsch, Chown, Manigold, Sanger, Bickle

Nay: None

Motion by Wunsch, seconded by Bickle, to approve Resolution 2020-03-24 #4 to adopt the special funds budget for fiscal year 2020-2021 at the department level and to appropriate spending the budgeted money.

Roll call:

Aye: Bickle, Chown, Manigold, Sanger, Wunsch, Wahl

Nay: None

Motion by Wunsch, seconded by Bickle, to approve Resolution 2020-03-24 #5 authorizing the clerk and treasurer to pay recurring bills to avoid late charges and/or

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finance charges and authorizing the supervisor to make budget adjustments and authorize bills up to \$5,000.00 if necessary.

Manigold: Normally this figure is \$1000.00, but with the current conditions, \$5000.00 may be needed.

Roll call:

Aye: Bickle, Chown, Manigold, Sanger, Wunsch, Wahl

Nay: None

Motion by Wunsch, seconded by Bickle, to approve Resolution 2020-03-24 #6 authorizing the treasurer to utilize financial instructions of his choice as provided by law.

Roll call:

Aye: Bickle, Chown, Manigold, Sanger, Wunsch, Wahl

Nay: None

Motion by Wunsch, seconded by Bickle, to approve Resolution 2020-03-24 #7 authorizing the treasurer's office to access online banking through Independent Bank, Chemical Bank, State Savings Bank, and Huntington Bank.

Roll call:

Aye: Bickle, Chown, Manigold, Sanger, Wunsch, Wahl

Nay: None

Motion by Wunsch, seconded by Wahl, to approve Resolution 2020-03-24 #8 authorizing the salary of the township supervisor to be adjusted for a 3% cost of living increase to \$55,620.00 annually.

Roll call:

Aye: Bickle, Chown, Sanger, Wunsch, Wahl

Abstain: Manigold

Nay: None

Motion by Wunsch, seconded by Wahl, to approve Resolution 2020-03-24 #9 authorizing the salary of the township clerk to be adjusted for a 3% cost of living increase to \$55,620.00 annually.

Aye: Bickle, Manigold, Sanger, Wunsch, Wahl

Abstain: Chown

Nay: None

Motion by Wunsch, seconded by Sanger, to approve Resolution 2020-03-24 #10 authorizing the salary of the township treasurer to be adjusted for a 3% cost of living increase to \$55,620.00 annually.

Roll call:

Aye: Chown, Manigold, Sanger, Wunsch, Wahl

Abstain: Bickle

Nay: None

Motion by Wunsch, seconded by Chown, to approve Resolution 2020-03-24 #11 adopting the fiscal year 2020-2021 calendar.

Roll call:

Aye: Bickle, Chown, Manigold, Sanger, Wunsch, Wahl

Nay: None

Chown: All township meetings are canceled for April and May, 2020, except for the parks committee meeting currently scheduled for May 6, 2020.

Motion by Wunsch, seconded by Bickle, to approve Resolution 2020-03-24 #1 to adopt the general fund budget for fiscal year 2020-2021 at the department level and to appropriate spending the budgeted money.

Roll call:

Aye: Bickle, Chown, Manigold, Sanger, Wunsch, Wahl

Nay: None

9. **Citizen Comments:**

Nancy Heller: Thanked the township offices for access and asked for clarification of communication while the township office is closed.

10. **Board Comments:**

Manigold: Read communication from Nate Alger, Grand Traverse Township Administrator: *Governor Whitmer issued Executive Order #2020-21, a notice to temporarily suspend activities that are not necessary to sustain or protect life. After reviewing the executive order, with staff and civil council, we believe the staff and employees of Grand Traverse County provide services that are required for our citizens to sustain or protect life.* Peninsula Township is in compliance with the order. Township employees are working remotely, and township staff are available by e-mail and phone. Refer to the township's website for the contact information. There is daily contact with the fire department during this time. Meetings with the DPW are suspended. There will be a grace period for sewer and water bills. Brad (Bickle) is working with the county and will send the budget into the state as required. The service of permits will be maintained and questions will be answered.

Chown: Notary service is still available, and we are still seeing to all normal functions in the clerk's office.

Meihn: The township is moving forward and conducting business on a daily basis via phone and e-mail.

Wahl: All e-mails are listed on the township website directory at <https://www.peninsulatownship.com>.

Sanger: As the township enforcement officer, I am maintaining daily contact with Christina Deeren to work with the residents.

Meihn: Last, an update on the fire station property. As of today, we have closed on the property.

11. **Adjournment**

Motion by Wahl to adjourn, seconded by Sanger.

Passed unan

Adjourned at 1:42 p.m.