

# PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

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

## Township Board Special Meeting

March 27, 2024, 10:00 a.m.

Township Conference Room

## Minutes

1. Call to Order at 10:01 a.m.
2. Pledge
3. Roll Call
4. Brief Citizen Comments (for agenda items only)
5. Approve Agenda  
**Rudolph moved to approve the agenda with a second by Sanders. Motion approved by consensus**
6. Conflict of Interest: none
7. Consent Agenda: none
8. Business:
  - A. Second fire department fund rate public hearing for fiscal year 2024–2025 (Wunsch)  
**Wunsch:** the chief prepares his own budget. He does such a great job that our treasurer recommended I let him run with it. He recommends we stay at the existing rate. Thank you, Chief.  
**Wunsch moved to close the open meeting and open the public hearing with a second by Rudolph. Motion approved by consensus**  
**Heller:** I was able to get my questions answered before the meeting by the fire chief, but I want to express my appreciation for his expertise in preparing the budget and his graciousness in answering my questions.  
**Board members expressed gratitude for the chief.**
  - B. Adopt fire department fund rate, police department fund rate, general fund and special fund budgets, fiscal year 2024–2025 calendar, and appropriate resolutions (Wunsch)  
**Heller:** where in the budget under revenue does the increase in taxable value show?  
**Sanders and Katie Clark, deputy treasurer:** in 101-000-620.  
**Heller:** that's a lot of money. There's a big difference between the two fiscal years.  
**Shanafelt:** the increase is significant, but the actual amount the township receives is only \$30,000.  
**Heller:** I have talked to [Sanders] and she will be able to spend time with me and answer the other questions I have related to the budget.  
**Shanafelt:** at our last meeting, we approved hiring the consultant Maner Costerian – is there a line item in the budget for that?  
**Wunsch:** it's in contractual services in the planning department. It rolls forward if it's unused.  
**Heller:** was there anything in the budget that jumped out at you?  
**Katie Clark, deputy treasurer:** initially, just that PDR had all that money, but that's because of the millage. There was a big jump in expenditures in 208, but that was due to pickleball.  
**Wunsch:** money for big-ticket items rolls forward if unused. Susan [our office manager] frequently mentions that the furnace might go. We have to have money at hand for that.

**Katie Clark, deputy treasurer:** I was surprised to see we had money left in the legal budget that we were able to put it back in the Tower Fund.

**Wunsch:** do you feel we have enough money in the budget for the contractual work?

**Sanders:** yes.

**Shanafelt:** and budgets evolve.

**Sanders:** my recommendation is a print-out quarterly review and tracking of spending versus the budget.

**Shanafelt:** I agree.

**Heller:** back in the day, they were done monthly.

**Sanders:** we'll start with quarterly.

**Wunsch:** again, I have to give the credit to Maura, Marge, and Katie.

**Sanders:** Katie was a huge asset.

**Achorn:** it's a learning curve.

**Chown moved to approve the fiscal year 2024–2025 calendar with a second by Rudolph. Motion approved by consensus**

**Rudolph moved to approve Resolution 2024-03-27 #1 to adopt the amended general fund budget for fiscal year 2024-2025 at the department level with a second by Sanders.**

**Roll call vote: yes – Wunsch, Achorn, Sanger, Sanders, Shanafelt, Rudolph, Chown Passed unan**

**Shanafelt moved by approve Resolution 2024-03-27 #2 to adopt the general fund budget for fiscal year 2024-2025 at the department level and to appropriate spending the budgeted money with a second by Sanger.**

**Roll call vote: yes –Achorn, Sanger, Sanders, Shanafelt, Rudolph, Chown, Wunsch Passed unan**

**Rudolph moved to approve Resolution 2024-03-27 #3 to adopt the fire department fund budget for fiscal year 2024-2025 at the department level and to appropriate spending the budgeted money with a second by Sanders.**

**Roll call vote: yes – Sanger, Sanders, Shanafelt, Rudolph, Chown, Wunsch, Achorn Passed unan**

**Sanders moved to approve Resolution 2024-03-27 #4 to set the 2024-2025 millage for the fire department fund at 2.6 mills with a second by Rudolph.**

**Roll call vote: yes – Sanders, Shanafelt, Rudolph, Chown, Wunsch, Achorn, Sanger Passed unan**

**Shanafelt moved to approve Resolution 2024-03-27 #5 to adopt the police department fund budget for fiscal year 2024-2025 at the department level and to appropriate spending the budgeted money with a second by Sanders.**

**Roll call vote: yes – Shanafelt, Rudolph, Chown, Wunsch, Achorn, Sanger, Sanders Passed unan**

**Sanger moved to approve Resolution 2024-03-27 #6 to set the 2024-2025 millage for the police department fund at .35 mills with a second by Rudolph.**

**Roll call vote: yes – Rudolph, Chown, Wunsch, Achorn, Sanger, Sanders, Shanafelt Passed unan**

**Chown moved to approve Resolution 2024-03-27 #7 to adopt the special funds budget for fiscal year 2024-2025 at the department level and to appropriate spending the budgeted money with a second by Shanafelt.**

**Roll call vote: yes – Chown, Wunsch, Achorn, Sanger, Sanders, Shanafelt, Rudolph Passed unan**

**Shanafelt moved to approve Resolution 2024-03-27 #8 authorizing the clerk and treasurer to pay recurring bills to avoid late charges and/or finance charges and authorizing the supervisor to make budget adjustments and authorize bills up to \$10,000 if necessary.**

**Roll call vote: yes – Wunsch, Achorn, Sanger, Sanders, Shanafelt, Rudolph, Chown Passed unan**

**Moved by Chown to approve Resolution 2024-03-27 #9 authorizing the treasurer to utilize financial institutions of her choice as provided by law with a second by Rudolph.**

**Roll call vote: yes – Achorn, Sanger, Sanders, Shanafelt, Rudolph, Chown, Wunsch Passed unan**

**Sanders moved to approve Resolution 2024-03-27 #10 authorizing the treasurer's office to access online banking through Independent Bank, State Savings Bank, and Huntington Band with a second by Sanger.**

**Roll call vote: yes – Sanger, Sanders, Shanafelt, Rudolph, Chown, Wunsch, Achorn** Passed unan  
(Resolution #11 was ignored; it was a repeat of the fiscal year 2024-2025 calendar resolution)

**Moved by Shanafelt to approve Resolution 2024-03-27 #12 authorizing the township supervisor to receive a 3.2% cost of living adjustment to \$64,975 annually with a second by Achorn.**

**Roll call vote: yes – Sanders, Shanafelt, Rudolph, Chown, Achorn, Sanger**

**Abstained: Wunsch** Passed unan

**Moved by Rudolph to approve resolution 2024-03-27 #13 authorizing the township clerk to receive a 3.2% cost of living adjustment to \$68,236 annually and, additionally, to receive a salary of \$1,500 for performing on-going non-statutory cemetery and parks duties and \$1,500 for biannual non-statutory newsletter coordination and editing with a second by Shanafelt.**

**Roll call vote: yes – Shanafelt, Rudolph, Wunsch, Achorn, Sanger, Sanders**

**Abstained: Chown** Passed unan

**Moved by Sanders to approve Resolution 2024-03-27 #14 authorizing the township treasurer to receive a 3.2% cost of living adjustment to \$64,975 annually with a second by Shanafelt.**

**Roll call vote: yes – Rudolph, Chown, Wunsch, Sanger, Sanders, Shanafelt**

**Abstained: Achorn** Passed unan

C. Approve amended fiscal year 2023–2024 budget as presented

**Chown moved to approve the amended fiscal year 2023–2024 budget as presented with a second by Rudolph.**

**Roll call vote: yes – Chown, Sanger, Sanders, Shanafelt, Rudolph, Wunsch, Achorn** Passed unan

## 9. Citizen Comments:

**Nancy Heller:** what is the outcome of the Hidden Ridge lawsuit? There are people saying the township lost.

**Wunsch:** the township did not lose.

**Chown:** both parties filed to dismiss with prejudice, which means they can take up the matter again at some point if they so choose, but meanwhile, the shoreline study group is working hard to address the issues and come up with a recommendation.

**Heller:** it's important to communicate this to the residents. They don't know.

**Chown:** we have communicated this information at multiple meetings and in the newsletter, but it's important to reiterate it.

**Heller:** the township is having a lot of wins, so it's good to let people know this.

**Sanders:** we just received an email that the township has received a \$675,000 grant from MDARD for farmland preservation. Eight townships in the state received it. We are far and away receiving the most money.

**Chown:** this is a grant to the PDR program to further our purchasing power.

**Wunsch:** there's talk of a 50% federal match for upcoming purchases too.

**Heller:** what's the status of the appraisals?

**Chown:** they are complete, and –

**Cram [entered the meeting]:** I'll be giving a big update on all this at our next regular board meeting in my planning and zoning update remarks. I'll cover PDR and this grant and also shoreline regulations.

**Rudolph:** there was a comment from a citizen at our last meeting about the ARPA money and how it will be spent and who makes the decision. We need to do a better job of communicating.

**Chown:** yes, but residents also need to attend meetings, read the minutes, agendas, and packets, read the newsletter, and so on. We have covered all of this, but it always bears repeating.

**Wunsch:** also, we thought money might be coming in for the boat launch from various residents who verbally supported the launch. That money wasn't forthcoming, so we will have to use ARPA funds.

**Chown:** based on where we are now in terms of financial commitments, it's going to take pretty much everything

we've got to fulfill our commitment to the boat launch with just a small amount left for the sustainable trail at PNA.

**10. Board Comments**

**Wunsch:** Maura, Marge, and Katie did the bulk of the work on the budgets. I was unable to help much due to the birth of my son. I filled out the part I was responsible for in the maternity ward.

**Sanders:** the entire north end of the building was hugely helpful. The teamwork was great.

Also, regarding Bluff Road, we need a support letter. We have an April 13 deadline. This has to do with Senator Peters' Storm Act funding.

**Ahorn:** I want to thank Isaiah and Maura and Katie for their excellent work. It was important to teach them how to do this. I had to back away and let them learn. I'm very pleased with their work.

**11. Adjournment**

**Sanders moved to adjourn with a second by Chown.**

**Adjournment at 10:46 a.m.**