

# PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

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

**Township Board Regular Meeting**

**Tuesday, June 23, 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: Achorn, Wunsch, Sanger, Wahl, Manigold, and Chown**  
**Absent: Bickle**
4. **Brief Citizen Comments (for agenda items only):** None
5. **Approve Agenda**  
**Mangiold and Achorn have additional items to add to the business agenda (see items 7, 8, and 9)**

**Moved by Wunsch to approve the agenda as amended, seconded by Wahl.**

**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. Invoices (recommend approval) (invoices have been paid from March 11 through June 22, 2020)
  2. Reports
    - A. Trash Collection at Lighthouse Park for March and May 2020
    - B. Peninsula Township Fire Department for March–May 2020
    - C. Grand Traverse Sheriff’s Office Citation, Accident, & Arrest Statistics for March–May 2020 and First Quarter Totals for January–March 2020
    - D. Grand Traverse County Sheriff Daily Officer Summaries and Daily Counts for March–May 2020
    - E. Peninsula Township Ordinance Enforcement Summary for March–May 2020
    - F. Minutes from March 24, 2020, township board special meeting (recommend approval)
  3. Budget Amendment Request: Lighthouse Fund G/L #508-000-699.000 “Appropriated Transfers In” \$25,000.00; Lighthouse Gift Shop Fund G/L #509-000-999.000 “Appropriated Transfers Out” \$25,000.00. Funds were transferred to Lighthouse from Lighthouse Gift Shop on 4/8/2020.
  4. Correspondence
    - a. Rick Zenner, Maintenance Supervisor, Grand Traverse County Road Commission
    - b. Marie-Chantal Dalese

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

**Roll call:**

**Passed unan**

8. **Business:**
  1. Re-opening protocols for township buildings and facilities (Township Attorney Greg Meihn)  
**Meihn:** Gave a brief update on the status of the protocols for the township to follow as it relates to COVID-19 and the governor’s executive orders.

2. Kelley Park and DNR lease update (Manigold)

**Manigold:** Gave an update on the lease for Kelley Park. The lease agreement was passed along to township board members and park board members for comments. The DNR had requested a minor correction to the lease and the township board is awaiting the changes. Meihn has been in contact with the legal counsel for the DNR and was informed that the lease is up for review and approval and is expected to be provided within the next ten business days. Manigold stated that he is currently working with EGLE, the Army Corps of Engineers, and the drain commissioner to get the boat launch established. The goal is to have it built by the end of summer. The launch at Haserot will be left as is in the meantime. People are continuing to use the launch in spite of its current condition.

3. Update on proposed transfer of M-37 from MDOT to GTCRC (Manigold)

**Manigold:** Many letters were sent to the township, county, state, governor, and MDOT contesting the turnover of M-37. Manigold invited the head engineer from MDOT to tour the peninsula in July to see the importance of maintaining M-37. The meeting that has been postponed to fall has not yet been re-scheduled.

4. Mission Point Lighthouse keeper's dwelling restoration bids and bid tabulation sheet (Achor)

**Achor:** The historical preservation of the lighthouse has been a priority of the township board and the former parks commission. These groups worked with SHPO and created a new master plan for the preservation of the lighthouse. The majority of the work outlined in the report by SHPO has already been completed. The SHPO restoration report gave an outline of items that needed to be done to replicate how the building stood in 1910. Last fall the township board directed the lighthouse committee to repair and restore the interior and to replicate the exterior within the SHPO guidelines. The bids that were presented are only for exterior work. The committee reviewed historical photos of the structure and determined what items needed to be done as outlined within the bids. The Old Mission Peninsula Historical Society approached the committee on the installation of shutters on the windows similar to the ones that were depicted in the photographs. A donation of approximately ten thousand dollars was offered for the purchase or construction of the shutters. These funds were given to the historical society via the dissolved Friends of the Lighthouse nonprofit group. The township board had approved the contract with Sanders (Czapski) and Associates as architect and project manager who prepared the drawings and documents for the contractor bidding. Two bids were received, Mihm Enterprises and Spence Brothers. Mihm's bid was \$69,886.00 for the base and \$17,160.00 for the construction and installation of the shutters for a total of \$87,046.00 with an expected completion of work in thirty days. Spence Brothers' bid was \$58,800.00 for the base and \$19,700.00 for the construction and installation of the shutters for a total of \$78,500.00 with an expected completion of work within sixty days. These totals would be reduced by the donation from the historical society. The lighthouse has seen an increase in sales within the past few years with more people visiting. The combined bank account for the lighthouse and gift shop as of November 2019 was approximately \$250,000.00. This year marks the 150<sup>th</sup> anniversary of the lighthouse. With the increases in revenue over previous years, it was determined that it would be possible to see that income again. It was anticipated that the revenue from the lighthouse tours and gift shop would fund this project, and then we experienced the pandemic. The lighthouse tour has been closed and the gift shop is limiting hours so anticipated revenue for this year may not be available to support this renovation project. The money will have to come from other sources.

**The board discussed the bids and the possibility of using monies from the cable fund.**

**Manigold suggested moving up to \$100,000.00 from the cable fund to help cover the expected cost of this project.**

**Moved by Wunsch to accept the bid from Mihm Enterprises and move \$100,000.00 from the cable fund as a loan, seconded by Sanger.**

**Roll call:**

**Passed unan**

**Meihn:** Suggested the board memorialize the loan in writing; said he will do that.

5. Update on Mission Point Lighthouse (Schultz)

**Schultz:** Gave an update on the gift shop and the use of volunteers. The shop was open last week but the hours have been shortened. Keepers are expected in July as soon as the kitchen is finished. Schultz outlined the work that has been completed over the past several weeks and updated the board on the status of on-going projects. The demolition of the garage will occur any day. Volunteers have been assisting with outdoor projects.

6. Approve road name change request from Wrightwood Terrace to Wrightwood Trail (Akerley)

**Manigold:** The residents are all in agreement on the name. A report was provided to the board from the Grand Traverse County Equalization Department.

**Moved by Wunsch to accept the new road name for ingress and egress onto Wrightwood Trail as described in the packet material, seconded by Chown.**

**Roll call:**

**Passed unan**

7. Switzer purchase closing costs (requested to be added by Achorn)

**Achorn:** On May 7, 2019, the township board passed a motion regarding the closing costs for the purchase of the Switzer property for Fire Station No. 3. This allowed the supervisor to spend up to ten thousand dollars for the closing costs related to the purchase of the property to be paid out of the enterprise/tower fund. The final closing costs came to \$11,187.06.

**Moved by Achorn to amend the motion of May 7, 2019, from the ten-thousand-dollar limit to the actual amount of \$11,187.06, to come out of the tower fund, seconded by Wunsch.**

**Roll call:**

**Passed unan**

8. Gourdie-Fraiser Fire Station No. 3 contract (requested to be added by Achorn)

**Achorn:** At the township board meeting on December 10, 2019, the board approved a contract with Gourdie-Frasier & Associates to monitor the fire station project from beginning to end, not to exceed \$83,700.00. At the time, no funding source was discussed.

**Moved by Achorn that the funding for Fire Station No. 3 services as listed in the contract with Gourdie-Fraiser be paid out of the tower fund, seconded by Wunsch.**

**Roll call:**

**Passed unan**

9. Marie Chantel's proposal for the use of temporary structures at wineries (requested to be added by Manigold)

**Manigold:** How can we assist the wineries as they are only able to use half of their tasting room areas and we've remained adamant that we will not allow tents? Marie Chantel sent out a proposal of some various types of temporary structures that they would like to be allowed to use. Igloos were discussed. Open-sided tents, awnings, umbrellas, sun sails, and pergolas all seem to be the safe choice. A memo was provided to the board from Randy Meilnik, planner.

**The board discussed the issues with allowing these temporary structures and the types of structures that should and should not be approved. Lack of enforcement should end on**

**December 31, 2020, with a directive that the wineries follow all CDC and OSHA guidelines. Zoning, Planning, and legal council will draft a document outlining the use of temporary structures. Usage of these temporary structures will not be limited to the wineries but will be extended to all businesses.**

**Moved by Wunsch that the board direct the attorney and zoning staff to draft a temporary moratorium permitting the use of tents and other temporary structures for businesses in the township extending until December 31, 2020, seconded by Chown, and amended to be effective immediately.**

**Roll call:**

**Passed unan**

**9. Citizen Comments: None**

**10. Board Comments: None**

**11. Adjournment:**

**Moved by Wunsch to adjourn, seconded by Wahl.**

**Passed unan**

**Final adjournment: 7:55 p.m.**