

PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

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Township Board Regular Meeting

Township Hall

August 27, 2019, 7:00 p.m.

Meeting Minutes

1. **Call to Order** by Supervisor Manigold at 7:00 p.m.
2. **Pledge**
3. **Roll Call:** Achorn, Wunsch, Sanger, Bickle, Mangiold, and Chown
Absent: Wahl—excused

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

Nancy R. Heller, 3091 Bluewater Rd., commented on business item two. Is not opposed to the idea of redoing signage throughout the township with an updated logo but feels it should be put on hold for now as the proposal is for just under \$10,000 of taxpayer money. The township board is engaged in several other projects at this time such as the master plan, steering committee, community survey, blight committee, the winery chateau committee, PDR, the Haserot Beach boat launch and DNR, and finalizing the park committees roles and responsibilities. Suggested that this item be put on hold until a future date. Also commented that after the blight and nuisance ordinance, a citizen commented that, “It is important to talk to people before building a plan and listening to ideas coming from the bottom up and then top down.” She also questioned the amount of the proposal, stating that it was close to the cutoff point of requiring three bids.

Manigold: we do have one additional item to add to the agenda. After the blight meeting on Monday, August 26, it became apparent that the board needs to appoint an individual to run the meeting. After discussion with the attorney, we decided to add business item six, to appoint Randy Hall as chairperson of the blight committee.

5. **Approve Agenda**

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

Roll call; Manigold-yes, Bickle-yes, Sanger-yes, Wunsch-yes, Achorn-yes, Chown-yes.

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)
2. Reports—none
3. Correspondence:

A. Letter of commitment from Peninsula Township Supervisor Rob Manigold in support of the Grand Traverse Conservation District’s *Helping Michigan Go Beyond Beauty* proposal to the Northwest Michigan Invasive Species Network grant program administrator

4. Request to approve the planning commission’s recommendation that Al Couture be appointed to serve a consecutive term on the ZBA as the planning commission rep (recommend approval)

5. Request to add Wolstano Paniagua as a firefighter to the fire department roster (recommend approval)
6. Minutes from August 13, 2019, township board special meeting and August 13, 2019, township board regular meeting (recommend approval)
7. Request to amend the fiscal 2019-2020 regular meeting dates (recommend approval)

**Moved by Wunsch to approve the consent agenda as presented, seconded by Bickle.
Roll call: Manigold-yes, Bickle-yes, Sanger-yes, Wunsch-yes, Achorn-yes, Chown-yes.
Passed 6-0**

8. Business

1. Consider purchase of development rights monitoring bid (PDR committee: Achorn, Sanger, Wunsch)

Achorn: the three committee members met last week to discuss this sole application for the monitoring and the cost in comparison to last year's bid. We specifically discussed item A from Matt McDonough, which was the additional work the monitors need to complete each year and the additional documentation, the on-going paperwork, that will need to be completed each year since the proposal is to adhere to and formally adopt policies and procedures for both easement and monitoring violation enforcement. It will be on the bidder to give us the basics to help the board formulate these procedures.

Achorn briefly outlined the McDonough report and noted that this third party review determined that the PDR documentation in the township office was not in order or in one contained place. She stated that the information needs to be gathered and put in logical order, kept secure in a fireproof cabinet, and that all of the files need to be updated on an annual basis.

Achorn outlined the compensation provided in the bid for \$25,000 is to be divided between the parties with a three percent increase each year for a three-year period.

Sanger: the McDonough report was prepared to review the internal monitoring that was done and to make recommendations to the board. Matt McDonough was selected through a competitive bid process and stated that the work that was done was of very high quality. He is quoted as saying that they [Sally Akerley and Christina Deeren] did a very good job of monitoring.

Sanger also pointed out that of the 34 landowners interviewed by Matt McDonough, 31 gave a very positive review both of the onsite visit and the interface with the landowner. Of the three who made a somewhat negative comment, McDonough stated their complaints had no merit. The additional work McDonough identified was in the baseline documentation that is missing from the township files. That is a major issue that needs to be resolved. The file for each of these easements should contain all of the documentation.

Manigold: the McDonough report stated that those were missing, so we had Gordon Hayward

come in and work on getting all of these reports together. He found some of the information in the planner's office. Michelle Reardon, the former township planner, had begun compiling all of the information years ago and some documents were found in that office. So we have taken steps to gather the information.

Wunsch: also reviewed the new contract and the report by McDonough. Said the township staff who have been conducting the monitoring over the past couple of years have done a good job according to this report. Feels it is important to continue to engage an outside third party periodically to check the status of the work being done but feels this is a reasonable way to move forward.

Moved by Achorn to approve authorization of the contract and authorize the supervisor to sign the contract, seconded by Wunsch.

Roll call: Wunsch-yes, Achorn-yes, Chown-yes, Manigold-yes, Bickle-yes, Sanger-yes
Passed 6-0

2. Proposal to redo signage throughout Peninsula Township with updated logo and the development of graphic standards to be implemented township wide (Mielnik)

Mielnik: this issue originated back in May and was brought up by the parks committee when the suggestion of replacing signs came up. At that time it was mentioned that there are no standard signage specifications for any of the signage within the township. Many of the signs were installed at different times and reinvented. Most of these now have the park commission name on them, which is obsolete. Discussions at the parks committee led to more conversation about the need for standards to be established for something that is cohesive and functional and timeless in the sense that it does not have to be reinvented each time you do sign replacement. Subsequent conversations with the supervisor and clerk led us to seek a proposal from an independent individual. This is the proposal that has been provided in the packet, which is a multi-step process to refresh the logo for the township and create alternative signage families. "Families" is used to describe functional characteristics of the signs. These signs should look similar and have a similar identity and follow branding and logo guidelines so that they do not have to be reinvented over time and instead are used consistently. This is considered a best practice and is supported by the MEDC and other organizations in creating an identity. This proposal was also recommended to you by the parks committee at their most recent meeting.

Manigold: the proposal originated from Beth Karczewski from the park board as they are starting to redo all the parks signs.

Chown: asked Mielnik if had any more detail on how the parks committee would be involved in implementing the signage proposal if the board approved the contract.

Mielnik: a number of members have been assigned to different parks essentially to oversee them. Stated that the parks committee would be involved in inventorying all of the existing signage that exists and then identifying this new system that would apply to all the parks throughout the township and also extending into the public

buildings like the township hall as well as the website, letterhead, and business cards. Noted that we would be taking the opportunity to reinforce our identity and making a conscious connection between all the different things Peninsula Township touches.

Chown: one of the reasons the parks committee is interested in this is due to comments they have received about people getting lost at a couple of the parks. Directional signs are needed in a few of them. Chown noted that she has heard similar comments as well and would not like to spend money on signs that would ultimately be replaced because they did not have the correct name or logo. Feels this is an excellent idea and is in favor of proceeding. Is sympathetic to Mrs. Heller's statement that the board has taken on many different projects but questioned whether this would be the board's project or an undertaking by the parks committee.

Mielnik: the proposal leaves this open as to how you would like to handle that but the bulk of the project occurs in the parks so they will have the most attention devoted to the signs.

Manigold: anything over \$10,000 requires the township to get three bids, and this is close to that \$10,000 but is under so we don't have to go out for bids.

Mielnik: when that conversation occurred, there was a discussion about whether we could have a potential project for under \$10,000, and the answer was yes. So there wasn't an effort to prepare a request for proposal and to find consultants to do the work and spend the time collecting those proposals, reviewing them, and checking qualifications. This seemed like a much quicker path to get this accomplished.

Sanger: given the fact that we have these other committees, this is the appropriate time, and I see the consultant's role as coming up with a recommendation. A lot of this work is artistic, so we look to the consultant to bring to us a finished product, and running it by the committee is appropriate. Our logo today is an outline of the peninsula. Feels this will guide us with a logo, colors, and help with a font that will be consistent throughout the township, which makes sense.

Wunsch: it makes sense to make these changes. Asked about our community MEDC person as the proposal includes the logo redesign but doesn't include any of the signage. Wondered if they would cost share on the actual signs being produced.

Mielnik: Dan Leonard is responsible for this area from the MEDC. Signs will be fabricated. Noted that the firm he worked with prior to coming to the township was engaged in the RFC program.

Bickle: not sure he understands.

Wunsch: checking to see if there is any state funding available to share cost.

Bickle: there may be a component to this project being discussed that is not necessarily covered by this design element.

Wunsch: if we spend \$35,000 to \$40,000 all on redoing the signage, perhaps MEDC has state funding available to offset the cost. In his experience, if we make a financial commitment to move forward with this project, they may help fund it. Clarified MEDC as the Michigan Economic Development Foundation; said they help fund a lot of placemaking projects throughout the state.

Mielnik: most directly towards cities and villages. Dan made a pitch at the last meeting with the planning commission about the RFC program, and we have not engaged in that program formally.

Manigold: usually we do not qualify for that because our base income is above normal. Is in favor of this project starting with the parks committee but does feel that the bid that was received was so close to the \$10,000 that it should be bid out.

Bickle: everything before us is very clear but he is uncertain about moving forward at this time even though he is thrilled to see this. Said that the parks committee will have their next meeting on September 4 with a very full agenda and one of the items is project priorities. Bickle noted that he plans to attend this meeting as he wants to hear what their priorities are. Does feel that the signs need to be streamlined and uniform but worries about who will be responsible for the project. He is not against discussing this further but does not feel that the board is ready to make a decision tonight.

Achorn: conceptually is in favor of the idea of creating uniform signage but does not feel there's an issue with delaying this decision and does not have an issue with the proposed cost of the proposal.

Mielnik: as a former consultant, once the proposal is out and the cost is made public, that becomes an issue.

Achorn: is in favor of tabling this item until after the parks committee on the 4th and then adding it to our next meeting.

Maingold: so, if they are going to take this over, then we will put this back on our agenda at this price and move forward if they are ready to take it on.

Sanger: wants to ensure that this board has the final decision as the consultant is going to bring recommendations and gather information from the parks committee, which is appropriate, but the parks committee reports to this board, so he hopes this board will have the latitude in making the final decision. We need to be careful as to how we engage the parks committee and every other committee, and he would like to hear from them.

Chown: questioned if three bids would still be requested given Randy's point that this bid is now out there and in all likelihood this bid would be undercut by future bids.

Mielnik: two things here matter, and they are scope and budget and time schedule. That is a risk you take when you put out a proposal believing that it is within the guidelines of what a local government has for a bidding process.

Moved by Bickle to table this until after the parks committee meeting on September 4, second by Achorn.

Passed unan

3. Proposal for road name change: Windsor Ct. to McKian Drive (Akerley)

Akerley: material was provided in the packet related to this issue. In March of 2019, Grand Traverse County elected to change some addresses. This was due to the multi-name on a singular liner road and because the numbering sequence of the homes was scrambled and out of order; they wanted to clean this up. These 10 impacted parcels have had a mandated address change from their original addresses to Windsor Court. We have received petitions that are in the packet that represent seven out of the 10 impacted property owners requesting to change the name from Windsor Court to McKian Road. The reason this was chosen as an alternative name was due historically to signage on the corner of the intersection of the impacted area that ties into that road. It is acknowledged and recognized and has a historical tie to the area as the families there have lived along that road. In many instances in the past, the board has

entertained the same type of request for road name changes. This has been vetted with Grand Traverse County, and if McKian Road is chosen by the town board, the county is in agreement with the change as well, as there is no duplicity and the name is available.

Bickle: if we move forward, I understand that 70% of the residents are in support and everyone's address changes in numeric order with that so they will be able to be located in the event of an emergency 911 situation. Google Map and Google Earth are already lined up so it does not affect their safety, health, and welfare.

Manigold: historically, as a township, we have had this issue before us in other places. It was decided when enhanced 911 came in that other roads had to be renamed, and unfortunately we have never had 100% agreement so we have gone with the majority of the residents in favor of the road name change.

Sanger: noted that a resident contacted him back in February; agrees that the number sequence is not in order for public safety. Said 911 was involved in cleaning up the numbering system. The first change was on Windsor Court while some of the residents have addresses on Peninsula Drive and some on McKian, which 911 was involved with changing.

Manigold: what really brought this to light was a 911 call. When emergency services responded, they were unable to find the address, so that is what triggered this being reviewed.

Moved by Wunsch to approve the name change from Windsor Court to McKian Drive and authorize the supervisor to sign the petition, seconded by Bickle.

Roll call; Achorn-yes, Chown-yes, Manigold-yes, Bickle-yes, Sanger-yes, Wunsch-yes.

Passed 6-0

4. Consider the 2019 L-4029 millage tax rate (Bickle)

Bickle: this occurs every year; this is just a normal procedural process where the town board is advised and informed of what the millage rate is for those that are applicable to the township. This has been going on since 1974 so essentially this is what the millage will be going onto the tax statements and when they come up for renewal.

Moved by Bickle that the board authorize the clerk and supervisor to sign the L-4029 so that it may be submitted to the county clerk and to the state equalization department, seconded by Wunsch.

Roll call; Manigold-yes, Bickle-yes, Sanger-yes, Wunsch-yes, Achorn-yes, Chown-yes.

Passed 6-0

5. Consider bid from D&W Mechanical for air conditioner replacement on the south end of the township offices (Manigold)

Manigold: D&W has been doing the maintenance for the buildings, and apparently the air conditioning is out, so they came out and gave us a bid for repairing this.

Bickle: both units are 17 years old, so it was no surprise when it began blowing warm air. There is no other solution than what has been proposed. This will get us back into operation.

Moved by Bickle to accept the bid from D&W for air conditioner replacement as noted in their proposal, seconded by Chown.

Roll call; Chown-yes, Manigold-yes, Bickle-yes, Sanger-yes, Wunsch-yes, Achorn-yes.
Passed 6-0

6. Appoint Randy Hall as chairperson to the blight committee

Manigold: the blight ordinance was presented a few months ago, and after the public's reaction, we decided to turn this over to the public by creating a committee. Networks Northwest was hired to facilitate this committee with volunteers from the public. It became apparent after last night's meeting and some personal attacks that we need a chairman for this committee. Randy, Christina, and I spoke to our legal counsel and it was suggested that Randy Hall, who is one of the volunteers and a member of the planning commission, chair this committee. With the approval tonight of that position, he will chair the meeting and then turn it over to Networks Northwest, which will record all of the comments, either positive or negative, and then compile the information into a report to be submitted to the planning commission, which will then begin the process of being presented to the public so that this is township wide and not a few individuals driving the bus.

Moved by Bickle to appoint Randy Hall as chairman of the blight committee, seconded by Sanger.

Passed unan

9. Citizen Comments

Nancy R. Heller, 3091 Bluewater Rd., thinks it is a good idea to appoint a chair to the blight committee as she sits on that. Wanted to stress that it is important to listen to all committee members and not discourage participation. Feels these meetings should be on Streamspot. Wanted to publicly apologize to Christina and Randy for the behavior from a member of this committee and feels we should have ended the meeting. Believes a chair will be very valuable for future meetings. Wanted to commend Mr. Hall for reaching out to her regarding a conversation they had in which she disagreed with something he said. Hall made the effort the next day to contact her and apologize, stating the information he verbalized was incorrect.

10. Board Comments

Bickle: Mr. [Jason] Gillman from the road commission was asked to look at Island View Road and Bowers Harbor Road. What drove the concern were residents, especially with school getting prepared to start. That road in its current condition is patchwork and the yellow lines are missing. We have the same issue on Bowers Harbor Road, which is another well traveled road. Has followed up with an email and has heard back. The road commission is committing to get those roads finished, hopefully by the end of the season and, worst case, by spring.

The other issue is three special assessments; he [Bickle] has been trying to find out when the township will get paid. He sent another email to Mr. Gillman and they are going to get our \$183,000 commitment paid.

Achorn: received an email late in the day from Loren and Nancy Wolf regarding the speed on Center Road and their concerns along with a request to change the speed limits. This email was resubmitted as they had not received a response. [See email attached at the end of the minutes.]

Wanted to acknowledge that the request was read and received but also to note that we do not have the power to change the speed on this road. Said that the board was also concerned about this when reviewing the Vineyard Ridge SUP request but this road is controlled by the state. We will be speaking to the county once this road is given back to them to see if changes can be implemented.

Wunsch: could not find the official end of his term for the planning commission but thinks it is coming up at the end of the month.

Chown: this will be on the agenda for the first meeting in September.

Manigold: congratulated Wunsch on receiving the 40 under 40 award and Attorney Meihn for receiving an award for being recognized as one of the top trial attorneys in the state.

11. Adjournment

Moved by Bickle to adjourn, seconded by Sanger.

Passed unan

Adjournment: 8:47 p.m.