PENINSULA TOWNSHIP
13235 Center Road, Traverse City MI 49686
Ph: 231.223.7322 Fax: 231.223.7117
www.peninsulatownship.com

Regular Town Board Meeting
October 9, 2018, 7:00 pm
Peninsula Town Hall
Agenda

1. **Call to Order**
2. **Pledge**
3. **Roll Call**
4. **Citizen Comments for items not on the agenda**
5. **Approve Agenda**
6. **Conflict of Interest**
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.

a. Meeting Minutes Approval—September 11, 2018 Regular TB meetings 7pm,
b. Reports and announcements (as provided in packet)
   1. Officers
      a. Clerk—New Voter registration cards going out for Precinct #2 voter due to change in voting location to First Congregational Church on Nov 6, 2018.
      b. Treasurer's Report
   2. Staff
      a. Planner's Report for October, 2018
      b. Deputy Sheriff's Report for September, 2018
e. Correspondence
   a. Greg Burroughs (Peterson McGregor) on sub-contractors & liabilities
   b. Agreement with First Congregational Church for new Precinct #2 Voting Location
   c. Catherine Mullhaupt (MTA Attorney) on the Michigan Zoning Enabling Act relating to Board Member selection
d. List of Invoices (recommend approval)

8. **Old Business**
   a. Review of bids and discussion of PDR Monitoring, including Town Board Subcommittee Report
   b. Discuss Gordon Hayward Contract (discussion may follow the closed session)
9. **New Business**
   a. Fire Department vehicle request for 2018-2019 and ISO request
   (CLOSED SESSION)
   b. Closed session pursuant to MCL 15.268(e) for discussion with Attorney Meihn representing the Township in matters relating to litigation and personnel issues.
   (OPEN SESSION)
9. **Citizen Comments**
10. **Board Comments**
11. **Adjournment**

Peninsula Township has several portable hearing devices available for audience members. If you would like to use one, please ask the Clerk.

Consent Agenda

Meeting Minutes Approval—September 11, 2018
Regular TB meetings 7pm

PENINSULA TOWNSHIP
13235 Center Road, Traverse City MI 49686
Ph: 231.223.7322 Fax 231.223.7117
www.peninsulatownship.com

Regular Town Board Meeting
September 11, 2018, 7:00 pm
Peninsula Town Hall
Meeting Minutes

1. **Call to Order** by Supervisor Manigold at 7 p.m. A moment of silence for the victims of 9-11 and the first responders that perished.
2. **Pledge**
3. **Roll Call**: Sanger, Bickle, Manigold, Westphal, Achorn, Wunsch
   Absent: Wahl, excused
   Also present: Randy Mielnik, Township Planner, Jennifer Hodges, GFA
4. **Citizen Comments for items not on the agenda:**

Harold David Edmondson, 12414 Center Rd., Traverse City, MI 49686; I would like to comment on the issue of monitoring of the PDR contract. First of all, I would like to say that I hold five of these contracts; therefore, I am the grantor and the Township is the grantee. In the contract, it states that we are supposed to have a qualified non-profit entity, presumably the Land Conservancy. This contract is between the Township, the citizens, and me. Even though the ordinance gives you a path on how to monitor these contracts, I feel that allowing staff is a significant conflict of interest. Staff is part of this contract indirectly; they work for the Township and the Township is part of this contract. I think that is quite relevant. The other point that I would like to make is that Isaiah Wunsch, JoAnne Westphal, Rob Manigold and Dave Sanger also hold PDR contracts. You cannot have staff monitoring your contracts; that is inappropriate. We found that even with Mr. Uithol (Editor's note: the past assessor), the Township did not like the quality of work he did. At least he called me, showed up at my farm, and we talked. No one else has ever done that other than the Conservancy. I think that you should really consider getting an independent outside source regardless of the cost. I don't think that we should have people coming to our farms on the weekends to accommodate their time. They need to accommodate the farmers and the people that hold this contract. Have respect for that. Thank you.

Neil Lau, 18100 Bay, Traverse City, MI 49686. My family has been occupying the house across the street from Hasserot Beach for the last nine years. I have been trying to get some sanity on Hasserot Beach. Things are moving along down there. We got the 25 mile an hour speed limit signs back, and I appreciate that as I know everyone has been pushing for that. What I would like to talk about tonight is Kelley Park. In looking at the proposals, I think some seem to be somewhat short-sighted. The idea of putting the parking lot on the beach side of the paved road seems to be a bad idea. To me, that area should be beach, fire pits, and places to barbeque, with picnic tables and some trees. Put the parking area above the road and run a single gravel lane down to the beach to unload boats which will not be anything very large as I understand. In that regard, the beach moves in and out. I think that needs to be taken into account, and I don't know that it has been. There were talks of tearing out all the buildings and infrastructure, and I understand that there are vaults in the ground there.

Manigold; There is a pressure system built in there, but it has been vacated and has not been exercised in 15 years.

Lau; I know that there is electricity, are there wells?

Manigold; I do not believe that there is a well there.

Lau; It just seem to me that taking the electricity out, is short-sighted. Pulling out the buildings and infrastructure, if it isn't broken, calls for a wait and see what we can do with it. I would love to see

people camping down there again. What I would really like to see is that little building up by the street have a big sign that says "Public Beach" with an arrow, along with one on Swaney Road that says Public Beach with an arrow. That would take pressure off of Hasserot Beach .

Manigold; You know that the DNR owns that land, and they are taking public suggestions for any additional work to be done at that site.

Mary Swift, 13956 Peninsula Drive, Traverse City, MI 49686; Is the Attorney here tonight?

Manigold; No he had been called away.

Swift; Maybe I should wait then until the meeting with the Attorney because what I have to say is important enough that the Attorney should hear it.

Manigold; Okay.

Swift; I will say that there is serious concern about the quality of work coming out of the Clerk's Office, and those concerns will be voiced publicly now because my reputation is personally being maligned in the community and I cannot allow that. That is why I am going to address it, but I will wait until the Attorney is present. Thank you.

5. **Approve Agenda**

Manigold; Changes to the agenda include a request from Nancy Heller to move item 7.b.1.a. under the Consent Agenda (Precinct#2 voting location– Congregational Church, November, 2018) be put on the Business Agenda as Item 8.e. There will not be a closed session tonight as the Attorney is not present so the original Item 8.e will be removed. A new Item 8. f. will be added because it was brought to our attention today, that what we did at the July 10, 2018, Peninsula Township Regular Board Meeting, was not legal. We had two representatives on the Planning Commission and two more on the Zoning Board of Appeals coming up for review, and we granted them a one year extension; this is not legal (editor's note: according to MTA, the positions need to be open to the public, and the Board needs to select the best applicants for a 3 year term). We need to ask those people to come in and go through the application process for a regular three year term.

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

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.

a. Meeting Minutes Approval—August 14, and August 28, 2018 Regular TB meetings 7pm,
b. Reports and announcements (as provided in packet)
    1. Officers
        a. Clerk—Precinct #2 new voting location--Congregational Church, November, 2018. **Moved to Business as item 8.e.**
        b. Treasurer's Report
    2. Staff
        a. Planner's Report
e. Correspondence
d. List of Invoices (recommend approval)

Sanger; Requested some corrections from the minutes from August 14, 2018. These involved the spelling of "Mielnik" on page 6 under item e, and on page 8, "truths" need to be corrected to "truce".
Bickle; In the invoices for recommended approval, you will notice there are a number of Gordie Fraser invoices. The Clerk's Office and Treasurer's Office have reviewed them together. These are invoices that are long past due for various reasons; we felt that they needed to get paid. Also we have Greg Meihn under counsel for a fixed rate under contract; what we did not do is set up a monthly payment initially. Just be aware that is a fixed rate so whatever he does for us generally falls under that monthly stipend.

Manigold; I would like to pull the August 28, 2018 Town Board Regular meeting minutes from the agenda. I have an issue with what Dave Edmondson brought up in terms of going out for monitoring of the PDR. I do not believe that was what the minutes said, so I would like them transcribed verbatim under item f only. (Editor's note: these minutes were not edited by the Clerk, but reflect what the Recording Secretary heard at the meeting). I would like those minutes removed until the next meeting.

Moved by **Wunsch** to approve the August 14, 2018, TB Regular Meeting Minutes with the recommended changes and table the August 28, 2018, TB Regular Meeting Minutes until the changes can be made verbatim to item 8.f.; seconded by **Bickle**. **Roll Call**; Achorn – yes, Wunsch – yes, Sanger- yes, Bickle – yes, Manigold – yes, Westphal –yes. Yes – 7 No-0 **Pass Unam**

8. **Business**

a. Public Hearing on Brys 3rd Amendment to SUP#115

Manigold; Closed Regular scheduled meeting and opened public hearing.

Walter Brys, 3309 Blue Water Rd., Traverse City, MI 49686. I have a copy of what I am going to say that was provided to the Recording Secretary, and a copy was provided to Randy Mielnik for the packets.

Presentation to Town Board on September 11, 2018

My name is Walter Brys, Mailing address is 3309 Blue Water Rd., I currently live in the renovated farmhouse at 3301 Blue Water Road which is designated under SUP -115 as the on-site manager's residence. I am here tonight to present a summary of my request for Approval of Amendment #3 to SUP 115.The Amendment #3 request is asking for Town Board Approval to precede with the following:

First, the current Winery-Chateau zoning language (Section 8.7.3.10) stipulates that within the Winery-Chateau Special Use Permit, an on-site resident manager is required (Section 8.7.3.10.j) and **this request** is to change the designated location of the on-site resident manager from 3301 Blue Water Road to 3547 Blue Water Road. On July 10, 2018 the Grand Traverse County Road Commission **approved** a driveway permit and the Grand Traverse Equalization Department **assigned** the 3547 Blue Water Road Street address for the requested location of the on-site resident manager; copies of both documents have been provided to the Peninsula Township Planning Department. This Amendment #3 request **does not** require a variance to the existing approved SUP#115 because the 3547 Blue Water Road location is within the originally approved acreage required by the Winery-Chateau special use zoning and does not negatively affects any vineyard plantings. Prior to selecting the 3547 Blue Water Road site, I did hire KTM Excavating to confirm with Grand Traverse Health Department officials that soil conditions were suitable for installation of a typical septic system. Four test/locations were dug. Three test pits were suitable for drain field installation. These results were verbally reported by KTM Excavating to Mr. Daniel Thorell, the Grand Traverse County Environmental Health Director. Town Board's approval of this request will allow me to proceed with negotiations and costly contractual obligations with a home contractor to build the on-site resident manager home. All necessary governmental permits and approvals, including final Occupancy Permit, will be the contractual responsibility of the home builder. The estimated timeframe to complete the project from contract signing until Occupancy Permit is twelve months. The approval of the Town Board is necessary as the first step in this project. Moving forward with a building contractor is costly, and it is not prudent without having the Town Board approval. Furthermore, the Township is protected as all permits and code approvals are required by the building code department before an occupancy permit is given.

Second, the current Winery-Chateau zoning language (Section 8.7.3.10) stipulates that within the Winery-Chateau Special Use Permit, up to twelve guest rooms are allowed. Currently SUP#115 is approved for two guest rooms in its on-site Guest House. This Amendment #3 is to approve five Guest Rooms in the 3301 Blue Water Road farmhouse; for combined total of seven approved Guest Rooms within SUP#115. When the 3301 Blue Water Road farmhouse was renovated in years 2000-2001, it included five bedrooms each with full bathrooms and all exceeding 250 square feet in size (Section 8.7.3.10.k). Currently, the original architectural/engineering plans (originally permitted by GT County Building Department) for the 2000/2001 farmhouse renovation, are being reviewed by the local architectural/engineering firm of Traverse Architecture Group in coordination with Mr. Bruce Remai (Building Official – GT County Construction Code Office) for code compliance for the proposed use as

five guest rooms. A summary copy of their review has been provided to the Peninsula Township Planning Department. It basically said that the house meets the codes with the exception of one room where an adjustment to a window for exiting purposes is needed. That information has been turned over to the Planning Department as of today. Mr. Remai has done a review in coordination with the architect we have hired, and it looks like this is the only item that we have that would require some sort of adjustment to the house. Necessary code related changes to the existing farmhouse will be made by licensed contractors (under required permits) prior to requesting an Occupancy Permit for use of the Guest Rooms. In response to Section 8.7.3.10.n, of the Winery-Chateau zoning language, on August 28, 2018, the Grand Traverse County Environmental Health Division conducted a review of the farmhouse existing well and septic system; both meet the proposed guest rooms use requirements. However, because of the age of the existing well plus its minimal distance from the septic tank, they require that a new well be installed per the specifications noted on the Well and Septic Status Form report dated August 28, 2018 (a copy of the report has been provided to the Peninsula Township Planning Department). This requirement will be met prior to an Occupancy Permit request being made for the guest room use. The well was initially installed in the 70's. We have lost one pump down the well casing already, and we have a separate one in there now. It is pretty old and the pressure is down, so this is a good idea. The new well will be placed at least 75 feet away from the existing septic system. We will make the distance in excess of what the requirement is for the Code Department.

In summary, the Town Board's approval of SUP#115 Amendment #3 will provide the applicant confidence to enter into costly/expensive commitments with contractors to:

Complete the necessary code changes to the existing farmhouse for Guest Room use, and to sign a contact with a licensed home contractor for completion of the On-Site Resident Manager home. These next steps are costly, and it would not be prudent on the part of the applicant to proceed without first attaining the Town Board's approval. Once approval is granted it will make sense to move forward. As the plans move forward, each requirement by the code department and other entities will be met before a final "Occupancy Permit" is granted. The estimated timeframe for completion of both facilities is May 2020. I will be 74 years old by then, if it all goes to plan. It is important to note that there is a sequence that occurs with a building project. In order to get all the approvals needed for a new building as well as an existing home becoming guest rooms, the first step is the Town Board approval to proceed with a land use permit or other documents that are required. That concludes my comments and my presentation and I thank you for your time. Thank you.

Harold David Edmondson, 12414 Center Rd., Traverse City, MI 49686; I have the farm directly south, of Brys property. This is a wonderful project that is being brought before the community. I commend him for doing his absolute best. What he has done in the past looks very nice. I believe that they are one of the wineries that are clearly an asset to this community and a perfect model. I appreciate their excellent efforts, and I would like to see them move forward as fast as possible. Some of our other wineries are out of balance, and I think shed a bad light. This is a perfect example. Thank you all very much.

Manigold; *Closed public hearing and opened the regular Town Board meeting.* The minutes for the Planning Commission were late; therefore, they were not a part of the packet. Some of the Board members have asked that the Brys decision be tabled until the next meeting to have the Findings of Fact. If you have any questions, now would be the appropriate time to ask them. We had to have the public hearing because it was advertised as for this evening. If we have a Special Meeting, Walter, you will be on it; otherwise, we will meet in two weeks. The Board Members don't feel comfortable making a decision without all the facts. I just wanted you to know that.

Westphal; Walter, I have a question for you. Rather it is more a clarification. You talked about seven guest rooms on site, five in the old farmhouse and two in the adjacent building that was permitted back in 2007. Is there any intention to have any more guest rooms in the manager's residence?

Brys; No, actually the way that the ordinance reads you cannot use it for guest room purposes. Once you make the re-designation on that location, it is off the map because it is not allowed. If I read the ordinance property, you always have to have an on-site manager's residence.

Achorn; Has our Township Engineer gone through the details of this packet, including the calculations for acreage?

Hodges; No, I have not had an opportunity to review the package.

Achorn; So will you do that?

Hodges; I would be happy to take the opportunity to do that prior to your next meeting.

Achorn; Has our Township Attorney had the opportunity to review this packet?

Mielnik; I do not recall specifically if he has.

Achorn; Okay, in our meetings this past winter, a requirement was placed on everything going through the Township. It was decided that our Engineer review all documents and computations. I am requesting that the Attorney also review the application.

Mielnik; I would just like to add that all of the materials that Mr. Brys spoke of in terms of the Health Department approval as well as coordination with the County Building Department has been provided to us; we have that documentation. With respect to the Health Department, wells and septic system as well as the necessary requirements for the building permit for modifications to the existing farmhouse, have been received.

Bickle; It is not like anyone is trying to drag their feet; this is a great project. We have learned by past errors that we want to pass those two gateways. Attorney Meihn is a very quick study so he will basically take a look at it and say that everything looks in order. Jennifer Hodges has always delivered a very quick and solid work product. We want to keep things consistent with all applicants.

Wunsch; I would just add for the purpose of discussion that this passed through the Planning Commission in just one meeting, and generally we did not see any changes that were broad enough to be of interest. We talked about having the engineer look at this before passing it at the Planning Commission level because it is an unique enough circumstance to spill over into other projects.

Sanger; Is this an appropriate time to table this until the September 25, 2018 Regular Township Board meeting?

Manigold; Is that the date? Yes, our next meeting.

Moved by **Sanger** to table approval of Brys request for amendment #3 to SUP#115 until September 25, 2018; seconded by **Westphal**. **Pass Unam**

Achorn; Questions Brys as to the location of the manager's new proposed residence stating she has a very poor diagram. Walter brings up large set of plans and shows the proposed site location to Trustee Achorn.

b. Approve the 2018-L-4029 Millage Tax Rate (Bickle)

Presentation by Bickle; This is a process that we go through every year before we go into the winter tax roll. If you recall last season, we had Pilizzari park. We have satisfied that bond so we are no longer collecting for it. The other four items still remain on our tax bills. This handout shows the mileage rates. As you may remember, we raised the Fire Department to 2.000 mils; we also renewed the Police mileage and raised it to 0.2000 mils. What we are asking for is a vote of support from each member of the Township Board. Upon approval, the Township Supervisor and Clerk will sign this form, and it can be sent off to the necessary authorities at the County and State.

Moved by **Wunsch** to approve the 2018 Tax Rate Request; seconded by **Westphal.** Roll call: Manigold –yes, Bickle–yes, Sanger–yes, Wunsch –yes, Achorn–yes, Westphal–yes. Yes -7; No-0 **Pass Unam**

c. Approve 2018 Bonobo Compliance Report

Mielnik; In your packet, a report follows up on Bonobo Winery SUP#118 which was the subject of a settlement agreement in 2017. A copy is attached to the memo that I have provided. There are a number of compliance issues that were in place then. I have gone through them with the help of Christina Deeren and Gordon Hayward to document compliance in terms of that settlement agreement (exhibit E in your packet). This is documentation includes Michigan State's purchase of fruit trees and drawings that indicate how much of the area has been planted. In developing this report, I did have this reviewed by our Attorney, and he has approved it. This is before you for your review and consideration.

Manigold; It looks like you have been working with what we had agreed to, and you think they are in full compliance with what we had agreed to.

Todd Oosterhouse, 7700 Peninsula Drive, Traverse City, MI 49686; I just wanted to say thank you for the opportunity to work with you to get this up where it needed to be. I know it has been a long haul, but we did and I appreciate all the effort by everybody. Thank you.

Manigold; I think the appropriate thing to do would be a motion to receive the settlement agreement document and file it.

Moved by **Wunsch** to see the settlement document as received and file it; seconded by **Bickle**.
Roll Call; Sanger- yes, Achorn – yes, Wunsch – yes, Manigold – yes, Bickle – yes, Westphal – yes.
Yes – 7; No-0 **Pass Unam**

d. Continue Discussion of the Personnel Policy Handbook (Ditz)

Bickle; Should we consider doing Citizen Comments prior to hearing this?
Manigold; I thought we were just going to set a date for this.
Westphal; Brad and Marge had specific questions regarding this, so I forwarded them to Chelsea Ditz.

Ditz; I apologize for being late. My name is Chelsea Ditz, Associate Attorney with KellerThoma Labor Counsel. There were several different questions but the bulk of them had to do with **exempt** verses **non-exempt** employees. One of the issues that we talked about at the last session was whether a review of the proposed personnel policy documents by your pension providers, John Hancock and Voya, has occurred, and the answer was no. And then whether there could be references to the plans in those documents. [Editor's Note: Attorney Ditz is referring to the two new versions of the Personnel Policy Handbook that is before the Board for purposes of replacing the old Personnel Policy Handbook (2013), and whether the pension providers have reviewed the documents. She thinks that is a good idea, but she refers to Peterson-McGregor, as our human resource provider. Actually, Burham-Flowers is the service provider for pension-related contracts]. The larger issue was the status of the **exempt** versus **non-exempt** status of the employees, and what determines this. An **exempt** employee means that a person is not subject to overtime, whether he/she works 40 hrs/week or 70 hrs/week. You are subject to the same salary. The Township may determine that you want to provide overtime; you may, but you are not required to do so. Being a **salaried** employee does not necessarily make an employee **exempt**. There are two different categories of employees in the Township that may be an exempt employee; these would be an **executive** or **administrative** employee. An **executive** exemption requires that the employee supervise at least two full-time equivalent employees. Looking at the Township employees, there are very few employees that supervise at least two full-time employees. For example, the Fire Chief supervises the three full-time firefighters. In addition, the **executive** employee has to have the ability to bind the Township and make executive decisions that can be subject to Board approval, but they can have general authority and ability to exercise their discretion. Once again a very strong example of this would be the Fire Chief, who has the ability to run his department and make decisions for his department. The main things have to come to the Board for approval, but he makes decisions on a daily basis in terms of the operation. The **administrative** exemption is a little different and a little more complicated. Joanne provided me with the job descriptions for the employees. There are some questions that I have after going over them. This may not be the best opportunity to go over these. In terms of whether or not they are exercising independent discretion in determination and whether or not they have the ability to bind. It may be that they do not in some of the job descriptions which makes me think that they have more discretion, so that is open for review. In order to qualify under the **administrative** exemption, the employee has to meet at least two to three of these criteria determined to be "independent discretion criteria" as outlined in the Federal Regulations. I have a binder with all that information. Essentially like I said, it goes towards a decision that binds the Township; the authority to enter into a contract without approval; and/or to have the discretion to deviate from policy as needed in

order to accomplish the goals of the department. There are a couple of positions that may need a little more scrutiny but in the whole, looking at the job descriptions and these exemptions, the Township has very few employees that would qualify as **exempt** because of those requirements.

Manigold; That was the biggest question that came up.

Ditz; Yes.

Manigold; From the employees who is exempt and who is not. We tried to get into that on the phone with you the last meeting, and it was difficult.

Ditz; There are a couple of questions that I still have, so I am going to speak to Joanne about that and potentially we can figure this out--specifically to what their job duties are, but the majority of the employees would qualify as **non-exempt**.

Westphal; Again, **non-exempt** means?

Ditz; **Non-exempt** means that the employee is subject to overtime if they have worked over 40 hours a week. The employees here in the Township Hall are not scheduled to work a 40 hour work week because of the four day work week. Currently, you have a 37.5 hour work week so they could work an additional 2-2.5 hours up to the 40 hours at the regular straight hourly rate; then anything over that would require you to pay overtime at a one and half rate or they could bank it as compensatory time, which I believe that you do currently. Anything not subject to this would then have to be paid at the one and half times the rate of pay. This does have to be compensated to the employee at any time of separation by either retirement or if someone is terminated. If an employee dies, the money is owed to their significant other.

Manigold; The other issue that was brought up had to deal with insurance, but I do not believe that you deal with this. It was the cafeteria plan.

Ditz; That would be a question for your health insurance provider in terms of the vendor that you utilize.

Bickle; That was it--basically the exempt verses the non-exempt so that we understood the general scope of it. This is something that we will have to explain to the staff.

Manigold; In an attempt and we are all here except for Warren is to meet with all the staff and have a joint meeting to go over this information. I was hoping to set that meeting date at our next Tuesday meeting we will do Brys and then the rest of the meeting will be dedicated to this. It is kind of hard to work on a Personal Policy in a general meeting so we need to dedicate a block of time.

Bickle; Is it your thought Rob that we will have the staff here as well at that meeting?

Manigold; Yes, I would hope so. Maybe we would have to meet during the day so that the staff could attend.

Bickle; We will have to take a poll as I know some of the staff have other obligations after 5 p.m.

Achorn; Per our current policy, if we require employees to come to an after-hours meeting, we must pay them.

Manigold; We do have Warren that we have to deal with on his attorney schedule. Thank you very much. We will try to get the next meeting scheduled as soon as we can with staff so that we can move forward with this.

Westphal; Is it the intent of the Board to have Chelsea at the next staff/Board meeting?

Achorn; Perhaps we need Peters McGregor there, so they can provide us with a sample or what their research says about the cafeteria plan.

Bickle; Let's find out what would be mutually agreeable to everyone that is going to be impacted by this new policy, and get them in a room and go through it. You are going to need your experts there in insurance and in Labor law to answer questions that we do not know. So let's find a time and a date and we can fill in the attendees at that point.

Wunsch; That is one of my number one concerns is making sure that we are offering competitive benefits so bringing in our insurance vendors would be really helpful.

Bickle; Even if we have a Skype session, we have all of this technology available so we might as well use it.
Ditz; I am up in Bellaire for the next couple of days so this worked out perfectly.
Achorn; In one of our prior meetings Joanne, you mentioned that you had a report from Baird Cotter & Bishop that showed some sort of future cost analysis of our personnel; do you have that report that we can share with the Board.
Westphal; It's not here right now.
Achorn; No, can you share with the Board in preparation? Also Isaiah mentioned something about competitive; are we competitive in our Personnel Policy Manual? I would suggest that we check with some of the other Townships that are in our surroundings to see what is in their Personnel Policy Manuals.
Manigold; We will get a consensus of when we can have another meeting and we will include you, Chelsea, and Peterson McGregor in that. Thank you again.
Sanger; Chelsea, I understand that we do have nine employees that would qualify as **non-exempt**, but that is not the point. The payment mechanism by the Township is by and large all salary. In other words people are paid a salary. When we met at the next meeting, would you help us to understand typically in a **non-exempt** environment, how we pay people **hourly**. If you would be prepared at our next meeting to help us understand what paying our people both as **non-exempt** and **hourly** looks like, that would help. My concern is the Personnel Policy Manual states daily working times. We need your help to understand our options, so we do not automatically re-classify any of our **salaried exempt** employees as **salaried non-exempt**. We also need to be careful that we are not too specific on our working hours. Secondly, I would like to fully understand in the **salaried paid environment** for a **non-exempt employee**, the overall time calculation. Thank you.
Westphal; Just one more clarification; I want to make sure I understand this. Salaried exempt administrative is when someone has two to three employees working under them and independent discretion criteria, which means they can enter into a contract independently. They have to meet both of those conditions Administrative salaried exempt.
Ditz; It would be under the **executive exemption** with the two employees; the **administrative exemption** requires that the majority of work be clerical in nature and running the operation. So you wouldn't have someone that is out in the field, for example. I was giving different examples of what your particular employees would fall under.
Westphal; With this particular situation, there are three officers on the Board; none of us can enter into a substantive contract without Board approval nor can we deviate from policy without Board approval. So that would eliminate us.
Ditz; That is why we need to talk about this more.
Manigold; Ok, Thank you.

e. New Precinct #2 voting location – Congregational Church, November, 2018.

Manigold; This was a request from Nancy Heller to have this item removed from the Consent Agenda and placed under Business (request read by Manigold). As an explanation, we have been working at the Fire Station and we are asking people to vote in a different location. [Editor's note: The meeting room at Precinct #2 Fire Station is being converted to overnight accommodations for the fire fighters to give 24/7 service to the southern part of the Township. This conversion requires that a new location for voting for the November election be found.] What I am wondering is how are we going to get the word out to the thousands of people that have been voting in that Fire Station for the past 30 years?
Sanger; I thought I heard somewhere that you were going to mail out new voter registration cards.
Westphal; That is exactly what we are in the process of doing. We have contacted Printing Systems who handles government documents for ballots for new registration cards. [Editor's Note: this is for

Precinct #2 voters only]. They will actually place the red lettering "polling place has changed" on a new registration post card that goes out to all of the registered voters in Precinct #2. There are 2700 registered voters, and it will cost us the post card and stamp. We knew that we had to do this relatively quickly, and we needed to move forward. The question was where was an alternative location? I tried the Unitarian Church, but they could not handle the parking situation; the only potential polling room with enough room was already set aside with their other scheduled annual classes. I then tried the Congregational Church. This was really the next location where they would have a large enough room/hall, parking, and proximity to the old Precinct #2 polling station. The Congregational Church had to check with their elders to approve such a use. Someone suggested the school but with the new safety restrictions on people coming and going to school grounds today, in general, that location was virtually impossible. That leaves us with nothing south in the Precinct #2 area that could handle a polling place. So unless we want to again have the Fire Department men move out for that day which Fred would prefer not to do, then the only option was the First Congregational Church. Fortunately, their elders have agreed to offer us a suitable polling place in their music room. I went down and looked at it. It is large enough, and it could handle the turnout in our Township. They are also not charging us for this use, because they feel this is a public service and they want to support the community. They also are willing to extend the use of the polling place for the 2020 election. Those are three really positive things about this location. However, there has been individual resident that complained that she had read, seen or heard something that one of the elders had evidently made a statement that was anti-Muslim. I have not been able to find anything on this, but it was brought up to one of the election workers at the last election so they relayed that to our office; we have not been able to verify it. Other than that, it's the only objection that I have heard. We have started the wheels in motion to let people know that it is likely that this will happen, but we have not bought the cards yet although we have bought the stamps. it's really a matter of whether or not we move forward and approve this.
Sanger; Would this be for the November election?
Westphal; Yes.
Sanger; The other question that I have seeing that Nancy is not here, do we know any reason why Nancy wanted this on the Business part of the regular agenda; were there any concerns she had?
Manigold; I do not want to speak for her. We had been talking about having the firemen go into the bay for that one day, but apparently this is a different solution. Any further discussion on this? We would have to do an approval; we will also probably have to amend the budget for postage and everything if we are going to make the move and to stay ahead of the absentee voters. [Editor's note: Absentee voters are not affected by this move; only voters who appear at the polling station would be affected. However, every registered voter in Precinct #2 would have to get a new voter registration card because it lists the polling location on the card.]
Sanger; It makes sense to me not to disturb the Fire Department operation. You would have a 24 hour disturbance from the time you set up the polling place. Obviously as you know, there would be two individuals that will be sleeping there at that time. Moving equipment in and out is disturbing and we could have a major fire or emergency so I think this alternative makes sense. I just wonder from the standpoint of the cost, could we do one large general mailout to everyone on this kind of thing, or does it really have to go to individual names?
Westphal; They have to have an updated registration card anyway, because it states where the polling place is.
Sanger; That's right.
Westphal; The cost would be there anyway. The notification could go on our newsletter which is coming up on October 1. I would call for getting information on the front page of the newsletter for the new polling place, if we are going to approve it. I think for that getting the cards out for our absentee voters who do not go to the Precinct, is a moot point. The other voters that do go to the Precinct #2, do need to know. We have enough time to get this message out on the website, through the cards, and also in the newsletter, so that was our strategy. We could also buy some directional signs that could place near the church that says "polling place" with directional arrows. I think that would work out as well.

Moved by **Wunsch** to approve the First Congregational Church as the Precinct #2 polling location for the November election; seconded by **Westphal**. **Pass Unam**

Manigold; I also suggest using Jane Boursaw with some of the advertising for this new polling location. I just do not want older people coming out in November, no matter what the weather, only to find that they are at the wrong place.

f. Reappoint members to the Planning Commission and Zoning Board of Appeals (requested by Manigold to add item to agenda)

Manigold; MTA has advised that the extension of the terms for two people on the Planning Commission and two people on the ZBA for one year is not going to work. I am asking the Board to make a motion to approve Monnie Peters and Laura Serocki to the three year term rather than a one year term. On the Zoning Board of Appeals Matt Cowall and Bernie Soutar for a three year term rather than a one year term or else we can go through an interview process.
Westphal; I think that you first have to rescind the Town Board vote for the one year extension.
Manigold; We could do that.
Bickle; How would the interview process work, Rob? I understand this is an option.
Manigold; We would normally interview. Their terms are expired. We would have to put an ad in the paper and bring people in, to conduct interviews to appoint.
Achorn; I think that would be a good idea.
Sanger; I think now that we have a Planner on board that is a very exciting way to attack this.
Manigold; My only concern, Christina, is do we have Zoning Board of Appeals this month?
Deeren; We do yes.
Bickle; Can it be rescheduled?
Wunsch; They are seated until you replace them.
Bickle; I understand what you are saying.
Wunsch; I believe that you serve on the Zoning Board of Appeals or the Planning Commission until you are replaced by the Board.
Bickle; We went through this before. There was that gap. I believe a couple of the sitting commissioners, I forgot which ones but I believe in the Planning Commission, that were in-seat until replacement was dually nominated, elected and/or appointed.
Deeren; I do have one change on this. John Snow did write a letter that stated that he no longer wishes to be a ZBA alternate, so we will have to replace him.
Manigold; What I am understanding is that we will put an ad in the paper and interview for the two seats on the Planning Commission and the two seats on the Zoning Board of Appeals.
Westphal; First, you need to rescind.
Manigold; I would entertain a motion to rescind the motion of July 10, 2018, at the Regular Township Board Meeting where we appointed Monnie Peters, Laura Serocki for a one year term to the Planning Commission and Matt Cowall and Bernie Soutar to a one year term to the Zoning Board of Appeals.

Moved by **Westphal** to rescind the motion of July 10, 2018, at the Regular Township Board Meeting where we appointed Monnie Peters, Laura Serocki for a one year term to the Planning Commission and Matt Cowall and Bernie Soutar to a one year term to the Zoning Board of Appeals; seconded by **Bickle**. **Pass Unam**

Manigold; I am just concerned about the Zoning Board of Appeals do we have a week or two?
Deeren; We have a meeting this Thursday, September 13, 2018, and again on October 12, 2018.
Wunsch; They can serve until reappointed or replaced.
Deeren; It just continues.

9. Citizen Comments

Monnie Peters, 1425 Neahatawanta Rd., Traverse City, MI 49686. I am glad that you are finally doing the Commissioner and Board appointments properly by having us come before you, advertise it, and do the proper three years rather than do a one year and be faced next year with four people on the Planning Commission and maybe all three people on the ZBA. You should also spend the time to go back through and read Ordinance No. 42, relating to the Planning Commission. The ZBA is covered

under the zoning code. I am not sure why ZBA gets under zoning code and Planning is under a certain ordinance, but I think it is how the various State Enabling Acts have set these bodies up. There may be other things that we are not following carefully enough that we should look at. I know that I am going to go back and read it; I was given that when I became a Planning Commissioner, and I haven't read it in three years. It is probably good that we all read it, and make sure that we are following the rules that we have passed. When we created the ordinance, we don't just say "oh we would like to go this way, this year, rather than follow the set rules". I say that it is right that we serve until replaced. But you are now saying that we want to go through the process of looking at new ZBA people, and the two of us that are up for PC. I think that is exactly what you should be doing. Thank you.

Mielnik; Just a couple of comments. The Planning Enabling Act was updated in 2008, and there a number of areas that the new Zoning Code up-date is in the process of being worked on. There are some things that maybe absent like a set of rules and procedures for the Planning Commission and how they conduct meetings. That is another element that just came to light. There is also a need to elect officers here shortly for the Planning Commission, and I understand that they typically do it with the nominated candidates. It will be important for us to get some closure on this.

Sally Akerley; Township Assessor; I would like to address the Board regarding comments that were made at the last Township Board meeting. There was a decision to seek bids for the PDR Monitoring contract. On that agenda for the evening was the renewal of the contract between Peninsula Township myself, Sally Akerley and Christina Deeren. At the Clerk's urging, it was recommended that the contract go out for bids for three reasons. One, the contract being over $1,000.00 warranted the bidding process; two, Christina's recent injury; and three, a new part-time field appraiser in the assessing office. Regarding the bid, it is not Township policy to bid for this contractual amount. Regarding injury, I felt the discussion regarding Christina's injury were invasive and unfair. Nobody asked us how we planned on segregating the duties of that contract in order to get the job done; instead assumptions were made. Christina is one of the hardest working individuals I have ever met. Her drive and work ethic are beyond reproach, and she would never accept a project without knowing she should complete it. Regarding the part-time help in assessing, the Clerk, by referencing our new field appraiser, made the distinct impression that I was overloaded and unable to complete my work. She worried that the contract would only add more work and that did not make logical sense to her. I take great offense to that suggestion on two counts; first being the arrival of the new field appraiser position. The PDR work was to be performed outside of regular business hours. Secondly, I have been employed with this Township for 15 years, and in that time I have singularly managed the assessment administration of a very large, complex and high intensity community. I have forged positive relationships and have assisted taxpayers in a variety of capacities and always maintained a courteous attitude. I performed the processing of eight distinct special assessment districts, encompassing fourteen resolutions before this Board, and sixteen public hearings, and a multitude of newspaper ads, all without a hitch. All this occurred while preparing the annual assessment roll and holding Board of Review hearings. Not many people can do what I do. On the recent State Tax Commission Audit of Assessing Practices, I scored 100% on behalf of myself and this municipality. Only 10% of Townships statewide can claim that. To suggest that I am incapable of handling any work load is offensive to me. This is a letter that I drafted in response to the last Town Board topic. I timely placed this letter in the Clerk's Office for submission to your Town Board packets.[Editor's note: the long standing policy in the Clerk's office has been to set the agenda by Wednesday, noon, before the next Town Board meeting on the following Tuesday evening. This means that packet materials should be ready for duplication by noon on Wednesday. Occasionally, significant pieces of information to a Business item on the agenda are not available until Thursday; in that case, an extension is allowed but the drop-dead submittal time is set for noon on Thursday. If the material for packet is not submitted in time; the item is taken off of the agenda. In Sally's case, her correspondence came in on Thursday, at approximately 2:30 pm. It was then placed in the correspondence folder for the

next Town Board meeting]. It did not arrive in your Town Board packets, it is absent. So I am going to read this letter now, and when I am finished I am going to file it with the Recording Secretary, and asked that it be placed in this evening's written minutes. This is one page; it will be brief. Akerley reads the following correspondence:

WRITTEN CORRESPONSENCE- To be submitted to TB meeting agenda 9/11/18

At the most recent town board meeting, a singular town board member expressed some concerns about a business item – the annual PDR Monitoring Contract. Because those concerns were largely without merit and based on a faulty understanding of facts, I felt compelled to address those here, in writing.

The Contract:

The contract was to be renewed from the previous year- utilizing the same staff under the same terms. Per the contract, Christina Deeren (the Township Zoning Administrator) and Sally Akerley (the Township Assessor) were to monitor all PDR properties for a specified sum and perform the work outside of Peninsula Township's regular business hours.

The Concerns:

There was a concern that the assessor does not have enough time to perform the monitoring duties during regular business hours and a fear that the zoning administrator, having sustained a recent injury, would likely be unable to perform the required duties safely. These concerns could have easily been allayed through conversation with staff or the reading of the contract.

The Response:

To reiterate, the contracted work was to be performed outside of regular township office hours. To reference recently hired assessing staff as grounds for ineligibility is misleading, at best. As our township grows and state required responsibilities expand, it becomes necessary to address those with proper staffing levels. The PDR monitoring contact was specifically formulated to prevent a diversion from regular township duties.

While invasive, the medical concerns expressed regarding the Zoning Administrator had no grounds, as no field work was to be performed without proper medical release (which has been since then received). The monitoring duties contain two components and they are roughly equal parts: physical site inspection versus paper processing, mailings and phone interviews. Those dual work requirements being performed by a team made the medical issue a NON-issue.

Conclusion:

The Peninsula Township "staff" model of PDR monitoring has worked well. Staff is familiar with the properties – both owners and the distinct parcel features as we deal with them on a daily basis. Staff can easily annotate the BS&A database with pertinent changes and observations. Staff is keenly aware of changes which assure all acreage is properly monitored.

Signed: Sally Akerley and Christina Deeren

Akerley; There is no justification to exclude this document from the packet. I spoke to the Clerk about the PDR topic the day after the meeting. In response, the Clerk drafted a letter dated: 8/31/18, and

disbursed it to this Town Board, this Personal Committee, and likely others. In my opinion that action is retaliatory in nature; the substance and characterization portrayed in that letter are highly inaccurate and wildly misleading. I would expect a remedy to this situation in the form of an apology and a formal retraction. I have presently begun conversations with legal counsel regarding claims of defamation and false light. I have been advised to make my grievance known to this Town Board, both publicly and in writing. In conclusion, I believe this Township should encourage a working environment where there is a free flow of ideas and communication, and not one where an employee is concerned about voicing an opinions and concerns. This creates a hostile work environment where employees are concerned that having their reputation tarnished, if they do not agree with their superiors or elected official. It hinders progress and denies growth. I have historically enjoyed an open avenue of communication in this Township with the co-workers and elected staff, and I sincerely hope that this can continue.

Haroid David Edmondson, 12414 Center Rd., Traverse City, MI 49686; On this PDR contract issue are they claiming to be independent contractors or are they working under the Township as outside of work.

Manigold; Outside of work, but I have been told that we are going to be served with complaints tomorrow, so I am not going to make any statements for or against. Anything you would like to say Dave, put it on the record.

Edmondson; I guess what I want to know is if I am going to someone else's property, I have to have liability insurance. Do they? Or have they had it in the past with Gill and the gals last year.

Manigold; I will have to look at that.

Edmondson; So you don't know.

Manigold; I am not going to make any statements.

Edmondson; That's all I need to know.

Mary Swift, 13956 Peninsula Drive, Traverse City, MI 49686; I am going to start part of what I was going to wait for the Attorney because what just happened leads into part of why I needed to be here. There is a huge conflict of interest going on in the Clerk's Office. Mr. Edmondson stood up here earlier in the evening talking about the PDR contracts that they own, he and Joanne Westphal, five of them, and yet Joanne is the one finding fault with the contract with the employees. I am sorry but I am confused. He raised the issue of conflict of interest with some of you that have PDR properties, and yet Joanne is the one raising these issues with the staff outside of work. So I am just going to tell you tonight as this will come up again when the lawyer is here from me because something is broken in this Township. There is conflict of interest going on, and it needs to stop.

Christina Deeren, Director of Zoning, Peninsula Township; At the August 28, 2018, Regular Township Board meeting under Business agenda item f – approve contract for the annual monitoring of PDR properties, Clerk Westphal opened the discussion regarding my personal injury. I was appalled that this issue was being discussed openly at a public meeting without my permission or consent. My health issues are personal to me. Furthermore they are protected by Michigan Employment laws which should not have been disclosed or discussed publicly. The Clerk's statements implied that I could not do the job, and in my opinion were the basis of why this was opened up for bids. The same contract was approved in June of 2017. It was listed under the Consent Agenda and was approved without Board discussion or questions from any Board member. The cost of the contract was for the same sum as set in the 2018 agreement. The Clerk's statements are in violation of HIPPA and my privacy rights. I have been advised to seek legal counsel regarding this matter, and I too have been asked to make a statement regarding this issue. Thank you.

Sally Akerley; Regardless of who is granted the PDR Monitoring contract, these reports are due by year end. The deadline is coming up fast, so this Town Board needs to make a decision on what you are going to do. We felt that we were qualified candidates and individuals for the job because the ordinance says: "The Township will contract with a recognized and legally established non-profit Land Conservancy or other experienced qualified individuals..." At the last Town Board meeting, this Board decided to seek bids within two weeks, so that the Board could make a decision. The PDR program and the properties that have been willingly encumbered are what make this Township beautiful and unique. We need to take care that they are properly monitored. When the decision was made to go out for bids, the Town Board sought expediency in the publishing advertisements for the bids. The ad has been published but there has been no submission date. The PDR was not an agenda item tonight, so I am concerned and curious when the matter is going to be addressed, so we or whoever is entrusted to perform this work gets it done in a timely fashion.

10.Board Comments

Westphal; First of all, there has been an interested party in pursuing this monitoring--the Regional Land Conservancy. The Conservancy has contacted the Clerk's Office, and has asked for the necessary information to submit a bid. They are aware that this is a very short fused contract. It needs to be done in a timely fashion, because they have done it in the past--before the Township decided to expedite things by hiring its own people, who were former employees which I personally think is a conflict of interest between the Township and the applicant. These compliance examinations for field studies are to ensure both sides of the covenant, I.e., the contract, are being met. You can't have your own people doing a compliance check. They are part of the Township. Furthermore, I attended a Human Recourse Audit workshop just a week and a half ago; one of the attorneys that was presenting information at the audit clearly said when I raised the question of whether or not individuals in a Township can serve as independent contractors to do work for the Township, the answer was absolutely not, unless they are independent contractors who have multiple employers hiring them to do that type of work, and they have liability insurance for doing the work. If they don't, they then need to come back under the umbrella of their employment and be paid at the 40 hour breakout, at time and a half for the work that is being done. That is how the law interprets whether or not an independent contractor is independent or not. The issue here, the central issue, is whether or not they are independent contractors. If they are employed by the Township, they are a part of the Township structure that is being examined for compliance in an equal manner to the applicant. In other words, the Township has to observe the rules and regulations of the contract language as well as the applicant. Both sides benefit from having an independent, non-profit contractor surveying and verifying that neither are violating their contract. That is the central crux of the matter. The issue that it has been done the last three or four years by people that were once associated with the Township, or in this case were hired last year to do this work, is against the basic premise under which those contracts were established and regulated within the Township. We must manage our policies so that both sides are held accountable for meeting the terms of the contract. That is why we cannot hire our own staff, period. It is just that simple.

Now I would like to make a statement:

"Dear Township Residents and Esteemed Town Board Members:

It is exactly two years ago to the day that I attended my first Town Board meeting. At that time, the tasks before us seemed daunting, but there was an optimism that with team work a new day was dawning. And it was. Over the past 2 years, as a Town Board we have made significant hires in the persons of Christina Deeren, Zoning Administrator; David Sanger, Code Enforcement Officer; Fred Gilstorff, Fire Chief; and

Randy Mielnik, Director of Planning. Where we found offices in disarray, we reorganized thousands of documents while we streamlined payroll procedures and improved accounting practices. Just last month, for the first time, the treasurer's and clerk's offices were able to reconcile their books, an important and essential fiduciary responsibility.

But we have not met with success in all areas. Over the past two years, strains within and outside of the team, have resulted in a subtle, erosive, disregard for maintaining the integrity of our Code of Ethics, Township Ordinances, and public policy. In turn, it has affected how we conduct ourselves and the business of the Township. Today, a lack of civility and decorum exists in the workplace. I personally have experienced bullying, insubordination, and intimidation. I have been shouted down in staff meetings and accused erroneously of acts I never committed or authorized. Recently I was affronted and threatened by a staff member in my own office because I believed that a Township contract should go out for bids. Behaviors such as these are debilitating and violate my sense of propriety, well-being and personal safety. These perceptions, in turn, make me less effective in challenging the *status quo* of questionable practices in the Township, or in fulfilling my statutory responsibilities as the Township Clerk. As a professional of 45 years, I cannot tolerate this set of conditions in the Town Hall. It is for these reasons that I tender my resignation as Clerk of Peninsula Township, effective December 31, 2018.

With this complete statement of resignation, I will have no further comments on this matter, and I recommend to the Town Board that this meeting be adjourned.

Respectfully submitted,
Joanne M. Westphal"

Manigold; Well we will adjourn when we are ready to adjourn. Are there any more Board comments? I hesitate to make any statements, and I encourage you not to either, as I was told on the way over that counsel has been hired about some issues dealing with this. I think that there is going to be a lot more coming out. I don't want anyone going on the record.

We would entertain a motion accepting the Clerk's resignation.

Moved by **Achorn** to accept the Clerk's resignation, seconded by **Bickle**.

Westphal requested a roll call vote.

Roll Call: Achorn – yes, Wunsch – yes, Sanger – No, Bickle- yes, Manigold – yes. Yes – 4; No-1 (Westphal did not vote) **Pass Unam** [Editor's note: motion did not pass unanimously.]

11. Adjournment
Moved by **Bickle** to adjourn; seconded by Sanger. **Pass Unam**

Adjournment: 8:42 p.m.

Reports and announcements (as provided in packet)

1. Officers
    a. Clerk—New Voter registration cards going out for Precinct #2 voter due to change in voting location to First Congregational Church on Nov 6, 2018.
    b. Treasurer's Report
2. Staff
    a. Planner's Report for October, 2018
    b. Deputy Sheriff's Report for September, 2018

Clerk's Report—New Voter Registration Cards for all Precinct #2 residents will be issued over the week & sent by mail with new polling location indicated.

Please Note:
New Polling Location

PRINTING SYSTEMS • TAYLOR, MI • 1-800-95-12345

DETACH ONLY THIS STUB BEFORE MAILING

FEED FACE UP THIS DIRECTION

RETURN SERVICE REQUESTED

VOTER IDENTIFICATION CARD

Twp.:
County:
Precinct: **Date:**
Listed below are the various districts in which you reside:
US Congressional:
State Senate:
State Rep.:
County Comm:
School District:

FOLD

POLLING LOCATION for ALL ELECTIONS:

DETACH ALL PERFS

MAIL TO

SIGNATURE OF VOTER X

DEAR REGISTERED VOTER: It is a pleasure to send you your new voting card. We hope you will exercise your privilege of voting at every election. This notice is sent in compliance with ACT 116 P.A. of 1954 (as amended). This registration is valid at all future elections unless you move to an address outside this jurisdiction.

★★★ IMPORTANT NOTICE ★★★

Effective April 1, 2000, the same address must be used for voter registration and driver license purposes.

Effective April 1, 2000, Michigan law requires that the same address be used for voter registration and driver license purposes. Therefore, if the residence address you provide when registering to vote differs from the address shown on your Michigan driver license or personal identification card, the Secretary of State will automatically update your driver license or personal identification card address. If an address change is made, the Secretary of State will mail you an address update sticker for your driver license or personal identification card.

CHANGE OF ADDRESS

Should you move to a new address, please provide your new address, sign your name and return this card to:

TOWNSHIP CLERK
Peninsula Township
13235 Center Road
Traverse City, MI 49686

New Address

X

Signature of Voter

10/03/2018 TREASURERS REPORT FOR PENINSULA TOWNSHIP

Fund	Description	Ending Balance 09/30/2018
101	GENERAL FUND	157,922.71
206	Fire Fund	774,578.07
207	Police Fund	114,178.73
208	PARKS/HASEROT/BHP/ARCHIE	75,953.24
213	HESSLER LOG HOME	1,836.24
215	DOUGHERTY HOUSE	5,494.54
245	Roads	6,310.87
297	Purchase of Development Rights	2,116,877.97
298	Cable Council Fund	691,601.82
400	Landing Account	300,955.15
502	Tower Fund	743,652.89
508	Lighthouse Fund	46,664.83
509	LIGHTHOUSE GIFT SHOP	149,991.55
590	Sewer Fund	501,575.53
591	Water Fund	414,722.72
596	Compactor Station	24,699.43
701	Trust and Agency	79,061.43
703	Tax Collection	15,624,781.64
708	Library Trust and Agency Fund	251,593.82
	TOTAL - ALL FUNDS	22,082,453.18

PLANNING REPORT – October, 2018

Zoning

- **Update Farm Processing Facility.** The Planning Commission voted to move this draft zoning amendment forward at its meeting on 10/2/2018. Future public hearing and submittal to the Town Board.
- **Zoning Update.** The Zoning Rewrite Committee has finished reviewing the latest draft provided and will be sending the final round of corrections and edits to McKenna. The Zoning Map is also being reviewed for corrections. Future steps include a joint PC/Township Board Meeting.
- **Short Term Rentals (STRs):** Begin work on enhancing regulations after survey results are in.
- **New Bowers Harbor SUP:** Set up PC committee to work through issues

Planning

- **Public survey** to being in next few months. Create committee, hire consultant, develop questions, launch survey, tabulate results, etc. This survey would be set up to provide both statistically-valid results and general results regarding public opinion. Of particular interest are topics related to regulation of short-term rentals and attitudes toward the Purchase of Development Rights (PDR) Program (up for renewal in a few years). General development-related questions will also be included to frame key issues for a new Master Plan Update in the near future.
- Looking ahead to launch a **Master Plan Update** in 2019 (building on survey results).
- **Potential Corridor Plan** for M-37 and Peninsula Drive (precede the Master Plan). Scope TBD.

Grants

- The grant application to Networks Northwest to help fund the community survey was not approved. Work to progress with local funding.
- The MDNR grant application to help fund a forest management plan was not submitted as a suitable work scope could not be developed by the grant deadline 9/21/18. Reconsider next year.
- MDNR Trust Fund Grant – updated materials (and an increase in proposed local funding) provided to MDNR.

Miscellaneous

- **New computers installed**
- Continue steps to **purchase a plotter** to be able to print large-format material (zoning maps, air photos, etc.)

Grand Traverse Sheriff Department Calls for Service Statistics

Month	Year
September	2018

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL
	458	436	527	490	507	465	466	3,349

Hour of Day												
	0	1	2	3	4	5	6	7	8	9	10	11
	102	55	42	23	41	36	67	86	150	182	214	188
	12	13	14	15	16	17	18	19	20	21	22	23
	178	196	191	213	214	192	179	165	140	163	209	123

Location	Citations	Traffic Crashes			Arrests		*Other	Criminal	Non-Criminal	Traffic Crashes	Totals
		Fatal	PIA	PDA	OWI	Criminal					
01 Acme	8	1	0	7	1	7	106	17	38	8	169
02 Blair	28	0	5	18	2	26	219	102	88	23	432
03 East Bay	18	0	3	21	1	12	196	64	78	24	362
04 Fife Lake	9	0	0	4	0	6	90	2	8	4	104
05 Garfield	58	0	9	69	4	73	606	319	395	78	1,398
06 Grant	2	0	0	0	0	0	20	6	15	0	41
07 Green Lake	9	1	0	5	1	8	111	32	41	6	190
08 Long Lake	1	0	1	4	0	1	53	19	38	5	115
09 Mayfield	8	0	0	7	0	1	69	7	8	7	91
10 Peninsula	5	0	0	6	1	2	54	14	66	6	140
11 Paradise	5	0	1	3	1	0	52	23	23	4	102
12 Union	0	0	0	2	0	2	9	3	3	2	17
13 Whitewater	4	0	0	3	0	2	49	13	10	3	75
29 Fife Lake Vlg	1	0	1	0	0	0	16	5	7	1	29
30 Kingsley Vlg	3	0	0	1	0	7	37	30	23	1	91
66 Traverse City	2	0	0	0	4	81	0	0	0	0	0
84 Out of County	0	0	0	0	0	11	0	0	0	0	0
Totals	161	2	20	150	15	239	1,687	656	841	172	3,356

*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal papers; Traffic Stops; Warrant Attempts

As of 1/01/18, MIP alcohol citations are civil infractions, therefore no arrest is applicable.

Ticket stats are based on what District Court has entered as of 10/01/18.

Arrest stats are as of 10/01/18.

Totals are not equal.

Grand Traverse Sheriff Department Calls for Service Statistics

3rd Quarter Totals
July - September 2018

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL
	1,455	1,630	1,755	1,692	1,700	1,332	1,319	10,883

Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11
	331	210	169	95	94	97	193	292	458	580	629	626
	12	13	14	15	16	17	18	19	20	21	22	23
	576	620	652	661	694	657	607	513	478	573	544	434

Location	Citations	Traffic Crashes			Arrests		*Other	Criminal	Non-Criminal	Traffic Crashes	Total
		Fatal	PIA	PDA	OWI	Criminal					
01 Acme	49	1	3	31	3	20	362	87	144	35	628
02 Blair	80	0	15	75	8	51	672	282	316	90	1,360
03 East Bay	91	0	9	72	6	39	674	230	311	81	1,296
04 Fife Lake	30	0	3	13	1	7	291	12	42	16	361
05 Garfield	188	0	28	214	18	279	1,888	1,108	1,224	242	4,462
06 Grant	8	0	1	5	2	2	61	24	37	6	128
07 Green Lake	28	1	2	16	3	21	360	85	143	19	607
08 Long Lake	20	0	6	19	2	17	171	90	148	25	434
09 Mayfield	21	0	2	13	1	4	175	17	18	15	225
10 Peninsula	16	0	0	20	2	2	175	40	194	20	429
11 Paradise	27	0	1	17	1	7	177	56	76	18	327
12 Union	2	0	0	6	1	3	38	8	14	6	66
13 Whitewater	15	0	1	14	0	5	157	28	45	15	245
29 Fife Lake Vlg	1	0	1	4	0	1	45	15	28	5	93
30 Kingsley Vlg	8	0	0	5	0	25	105	64	61	5	235
66 Traverse City	16	0	0	0	9	229	0	0	0	0	0
84 Out of County	0	0	0	0	0	50	0	0	0	0	0
Totals	600	2	72	524	57	762	5,351	2,146	2,801	598	10,896

*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal papers; Traffic Stops; Warrant Attempts

As of 1/01/18, MIP alcohol citations are civil infractions, therefore no arrest is applicable.

Ticket stats are based on what District Court has entered as of 10/01/18.

Arrest stats are as of 10/01/18.

Totals are not equal.

Correspondence

a. Greg Burroughs (Peterson McGregor) on sub-contractors & liabilities

b. Agreement with First Congregational Church for new Precinct #2 Voting Location

c. Catherine Mullhaupt (MTA Attorney) on the Michigan Zoning Enabling Act relating to Board Member selection

Joanne Westphal

From: Greg Burroughs <gburroughs@team-pma.com>
Sent: Friday, September 28, 2018 10:17 AM
To: Joanne Westphal
Subject: FW: Sub-Contractors & Liabilities - Peninsula Township

Hi Jo,

I spoke with Marge yesterday regarding a quick conversation of who is covered and best practices or liabilities brought on by Employees & Sub-Contractors. She asked for a quick write up and thought this may also help your office in some manner or at the very least a FYI.

Let me know if you need anything as I'm always glad to help.

Thanks & Chat Soon,

Greg Burroughs PLCS, CWCS
Peterson McGregor & Associates | p (231) 384-8702 | f (231) 922-7275
gburroughs@team-pma.com
www.petersonmcgregor.com
8410 M-119
Harbor Springs, MI 49740

From: Greg Burroughs
Sent: Friday, September 28, 2018 10:13 AM
To: 'Margaret Achorn'
Subject: Sub-Contractors & Liabilities - Peninsula Township

Hi Marge,

Nice chatting with you yesterday.

Per your request, here is some advise & insight if you will, regarding Liabilities brought on by those you've hired, Sub-Contractors/1099 folks and those by employee status (W-2 status).

Any individual or extension of the Township (example, Parks & Rec & other W-2 employees) would be covered by our policy, for covered events, both on the liability side as well as workcomp.
Quick example, one of our employees is mowing the lawn at one of the parks, they hit an area that causes the tractor to overturn. In that moment, it shoots a rock that hits a few folks at the park and also breaks a window. Also in that event the Employee sustains injuries and must seek medical attention. Our policies for this example would respond for the damages caused as well as medical treatment for our employee.

Any entity or Sub-Contractor, or for simple purposes receives a 1099 would "not" be considered an employee in a basic sense.
Take the same scenario above, this Sub-Contractor should have already furnished proof of insurance to the township where the Sub's insurance policy would respond for all the above as well as protect the Township (on an additional insured status), as the township is the upstream party.

Any entity or individual you Sub-Contract with (1099) should have their own General Liability Policy of at least $1million Occurrence / $2million Aggregate limits & their own Workers Compensation Policy. It is also recommended that you have each and every Sub-Contractor furnish proof of insurance by certificate, including additional insured status for the Township, prior to onset of work. Very highly recommended for proper Risk Transfer.

Should an event occur, much like the one as of recent with the line being cut from Consumers, that was done by a Sub-Contractor. Regardless of the issue with Miss-Dig, that claim should not be brought on by the township's policy. The Sub-Contractor at fault is the responsible party and should remedy the situation by their insurance policy.
This also keeps the township's policy history clean which, in turn, helps keep the premiums at the best possible rates. Not to mention any additional time and headache it may bring that should be handled by the at fault party.

Additionally with proper risk transfer, this makes your WorkComp Audits cleaner by not having to pay out additional premiums for payroll or classes not estimated for on the front side. For any hired labor/1099 and show no proof of coverage at time of the audit, they'll fall under the townships WorkComp policy during the audit, and that will be an additional expense, likely unplanned, that the Township would incur. I would not advise the practice of hiring sub's without General Liability and WorkComp for many reasons. These are just a few.

If the Sub-Contracted party is injured during the course of their work and there is no WorkComp policy in place because of some reason or another, they very well could fall under the Township's policy. This is often called a shoot-through claim. These claims are typically very messy, timely, and expensive. In most cases it also has very negative effects from underwriting and your WorkComp Mod, both of which would likely cause an increase on your annual premiums and stay there for a number of years for a claim that should have never hit the township.

I understand this may be a lot to process but the simple & best approach is, "any" sub-contractor hired by the Township should have their own insurance for General Liability & WorkComp. This helps save the township from undue stress on claims, time, and possible unforeseen costs.

Should additional conversations be desired, it may be best to do so in person and would be glad to stop by on Monday to help elaborate on anything your team may have.

Thanks & Chat Soon,

Greg Burroughs PLCS, CWCS
Peterson McGregor & Associates | p (231) 384-8702 | f (231) 922-7275
gburroughs@team-pma.com
www.petersonmcgregor.com

__Google
__Excel
__Cheryl
__David
__ _____

Event Date: Nov 5 & 6, 2018

AGREEMENT WITH
FIRST CONGREGATIONAL CHURCH (FCC)
6105 Center Rd, Traverse City, MI 49686

Organization/Person: Peninsula Township / Joanne Westphal

Address: 13235 Center Rd TC MI 49686

Telephone: (231) 223-2321 Fax: _____ E-mail: _____

Event: Voting Poll

# of Total Participants ____ # of Total Anticipated Audience ____

Wishes the following room space as specified below & under the conditions listed:

Room(s)	Day/Date/Year	Times	Rate
Rehearsal Annex	Mon/Tues Nov 5th 2018	5th-3p-5p / 6th-6am-10pm	Waived

Special Needs:
On 5th (6) 6d white tables, 10 Chairs

1. Use of space will not violate local, state and/or Federal laws and will not conflict with Church doctrine.
2. You will maintain said facilities in like condition as when taken except for ordinary wear and tear. Any damages shall be promptly repaired or replaced to the satisfaction of the Church.
3. Rental shall be paid 30 days in advance of the date space is being used. ____
4. You agree to not hold the Church liable by reason of personal injury or damage to any property on or about the premises as a result of using the premises.
5. No alcoholic beverages allowed on Church premises, including parking lot.

Marcy S Rogers
Church Official

9/21
Date

JM Westphal
Lessee of space

09-28-2018
Date

SIGN HERE

Please sign & return with payment prior to event.

Joanne Westphal

From: Catherine Mullhaupt <catherine@michigantownships.org>
Sent: Wednesday, September 12, 2018 4:07 PM
To: clerk@peninsulatownship.com
Cc: Cindy Davis; Michael Selden
Subject: ZBA info

To: Joanne Westphal, Clerk, Peninsula Township, Grand Traverse Co.

Jo:

Here is the section of the Michigan Zoning Enabling Act that I was reading from regarding the use of ZBA alternates. Note that this statute is not being provided as an answer to the specific question, which involves legal guidance on how it applies. The ZBA should ask the attorney who represents the township on zoning matters for specific legal guidance on how to proceed.

MICHIGAN ZONING ENABLING ACT (EXCERPT)
Act 110 of 2006

125.3601 Zoning board of appeals; appointment; procedural rules; membership; composition; alternate member; per diem; expenses; removal; terms of office; vacancies; conduct of meetings; conflict of interest.

Sec. 601.

(1) A zoning ordinance shall create a zoning board of appeals. A zoning board of appeals in existence on June 30, 2006 may continue to act as the zoning board of appeals subject to this act. Subject to subsection (2), members of a zoning board of appeals shall be appointed by majority vote of the members of the legislative body serving.

(2) The legislative body of a city or village may act as a zoning board of appeals and may establish rules to govern its procedure as a zoning board of appeals.

(3) A zoning board of appeals shall be composed of not fewer than 5 members if the local unit of government has a population of 5,000 or more or not fewer than 3 members if the local unit of government has a population of less than 5,000. The number of members of the zoning board of appeals shall be specified in the zoning ordinance.

(4) In a county or township, 1 of the regular members of the zoning board of appeals shall be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission. In a city or village, 1 of the regular members of the zoning board of appeals may be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission, unless the legislative body acts as the zoning board of appeals under subsection (2). A decision made by a city or village zoning board of appeals before February 29, 2008 is not invalidated by the failure of the zoning board of appeals to include a member of the city or village zoning commission or planning commission, as was required by this subsection before that date.

(5) The remaining regular members of a zoning board of appeals, and any alternate members under subsection (7), shall be selected from the electors of the local unit of government residing within the zoning jurisdiction of that local unit of government or, in the case of a county, residing within the county but outside of any city or village. The members selected shall be representative of the population distribution and of the various interests present in the local unit of government.

(6) Subject to subsection (2), 1 regular or alternate member of a zoning board of appeals may be a member of the legislative body. Such a member shall not serve as chairperson of the zoning board of

appeals. An employee or contractor of the legislative body may not serve as a member of the zoning board of appeals.

(7) The legislative body may appoint to the zoning board of appeals not more than 2 alternate members for the same term as regular members. An alternate member may be called as specified in the zoning ordinance to serve as a member of the zoning board of appeals in the absence of a regular member if the regular member will be unable to attend 1 or more meetings. An alternate member may also be called to serve as a member for the purpose of reaching a decision on a case in which the member has abstained for reasons of conflict of interest. The alternate member appointed shall serve in the case until a final decision is made. An alternate member serving on the zoning board of appeals has the same voting rights as a regular member.

(8) A member of the zoning board of appeals may be paid a reasonable per diem and reimbursed for expenses actually incurred in the discharge of his or her duties.

(9) A member of the zoning board of appeals may be removed by the legislative body for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.

(10) The terms of office for an appointed member of the zoning board of appeals shall be 3 years, except for a member serving because of his or her membership on the zoning commission or legislative body, whose term shall be limited to the time he or she is a member of that body. When members are first appointed, appointments may be for less than 3 years to provide for staggered terms. A successor shall be appointed not more than 1 month after the term of the preceding member has expired.

(11) A vacancy on the zoning board of appeals shall be filled for the remainder of the unexpired term in the same manner as the original appointment.

(12) A zoning board of appeals shall not conduct business unless a majority of the regular members of the zoning board of appeals are present.

(13) A member of the zoning board of appeals who is also a member of the zoning commission, the planning commission, or the legislative body shall not participate in a public hearing on or vote on the same matter that the member voted on as a member of the zoning commission, the planning commission, or the legislative body. However, the member may consider and vote on other unrelated matters involving the same property.

Catherine A. Mullhaupt, Staff Attorney
Member Information Services
Michigan Townships Association
(517) 321-6467 Fax: (517) 321-8908
Email: catherine@michigantownships.org
Twitter: @MItownships

MTA Member Information Services staff are regularly available Monday through Friday, 8 a.m. to 5 p.m., to answer your questions.

The information contained in this email is provided solely for a general informational purpose and should not be interpreted as legal advice. MTA encourages township officials to consult with their legal counsel on questions of law. MTA reserves the right to distribute this information.

MTA Mission: *The Michigan Townships Association advances local democracy by fostering township leadership and public policy essential for a strong and vibrant Michigan.*

List of Invoices (recommend approval)

INVOICES NOT AVAILABLE FOR REVIEW UNTIL LATE MONDAY IN CLERK'S OFFICE

(THIS IS DUE TO THE FACT THAT INVOICES & PAYROLL WERE REVIEWED IN THE SPECIAL TOWN BOARD MEETING ON THURSDAY, OCTOBER 4, 2018, 3 PM; SEE PACKET FOR THAT MEETING ON THE WEBSITE)

Old Business

a. Review of bids and discussion of PDR Monitoring, including Town Board Subcommittee Report

Memorandum

To: Rob Manigold

From: Gordon Hayward

Re: PDR Monitoring Reports for Michigan and Federal participating conservation easements.

Date: September 20, 2018

The deadlines for submitting monitoring reports to Federal and State are both the end of the year.

ATTACHMENTS

1. Email from Elizabeth Juras (MDARD) dated today.
2. NRCS Monitoring Document Requirements for Farm and Ranch Lands Protection Program (April 4, 2011).
3. Memo to Rob regarding Monitoring Procedures conforming to the PDR Ordinance. (October 11, 20170

Gordon

Peninsula Township PDR Monitoring

Inbox ×

Peninsula Township 10:23 AM (30 minutes ago)

Elizabeth Could you give me the final date for submitting easement Monitoring Reports? Thank you

Juras, Elizabeth (MDARD) 10:32 AM (21 minutes ago)

At the end of the year From: Peninsula Township <pentown2016@gmail.com> Sent: Thursday, September 20, 2018 10:23 AM To: Juras, Elizabeth

Peninsula Township <pentown2016@gmail.com> 10:44 AM (9 minutes ago)

to jurase

NRCS Monitoring Documentation Requirements for Farm and Ranch Lands Protection Program (FRPP)

Monitoring documentation should be submitted annually after closing on the conservation easement.

Required per the 2008 Farm Bill Manual:

- Conservation easement name and location
- Name of inspector, affiliation, contact information, and signature
- Cooperating entity
- Name, address, and phone number of current landowner.
- Date of inspection
- Inspection methods used
- Name and affiliation of all persons present during the inspection
- Conservation easement violations or areas of concern
- Changes in land use, impervious surface, or boundaries*
- Comments
- Follow up needs and plans
- Sheet erosion
- Erosion from concentrated flow
- Runoff from heavy use areas
- Conditions of waterways, diversions, and riparian areas
- Other changes in the baseline conditions.

*The following may be monitored using remote sensing prior to the onsite visit

Note: NRCS requires the above list to be provided for each monitoring report. The national NRCS monitoring requirements can be found in 2008 Farm Bill Manual for FRPP at Subpart G (Exhibits) 519.65

Attached: Sample Monitoring Report Template

Farm and Ranch Lands Protection Program
_____ Annual Easement Monitoring Report
(Year)

Conservation Easement Name: _____

Monitor(s) Name(s):_____ **Date of Monitoring Visit:** _____

Date easement acquired: _____ Date of last monitoring visit: _____

Easement Location: _____

Current Landowner: _____ Is this a change? □ Yes □ No
Address: _____ If yes, is the new landowner aware of the easement deed language?
_____ □ Yes □ No
Phone: _____
Email: _____

Cooperating Entity: _____
Monitoring Contact Name:_____
Address: _____
_____
Phone: _____
Email: _____

Was the landowner contacted prior to the visit? □ Yes □ No
If so, how? □ in person □ by phone □ by email □ by mail

Did the landowner accompany the monitor? □ Yes □ No

Did the monitor read the easement deed? □ Yes □ before visit □ after visit □ No

Which of the following were accomplished during the monitoring visit?

- Met with owner/property manager □ Yes □ No
- Walked property boundaries □ some □ all
- Walked trails and woods roads □ some □ all □ not applicable
- Walked developed area □ some □ all □ not applicable
- Walked road frontage □ some □ all □ not applicable
- Walked interior of property □ some □ most

Boundaries: Percentage of boundaries walked: _____%
Conditions of or changes to the boundary markers:

Describe the current land use? Has the land use changed (include any construction, dredging, filling, trails, timber harvest, clearing of new fields, timber growth)? **Does the landowner have any plans for changes in land use or management?**

What is the status of structures and impervious surface areas? Have there been any changes to the total impervious surface? Does the landowner have plans to construct any buildings or improve trails or access roads?

Have there been any natural alterations (sheet erosion, erosion from flow, runoff from heavy use areas, changes in waterways, diversions, or riparian areas, etc.)?

Have there been any natural disasters that have altered the conservation land (flooding, fire damage, insect infestation, natural timber growth, etc.)?

Is the landowner following the practices outlined in the conservation plan on all the easement acreage (forest and timber management, brush management, pasture and hay planting and mowing, pest management, manure management, soil management, etc.)? **Has the farming practices changed** (if so, please direct the landowner to NRCS to update or change their conservation plan)?

After observing the property, is the landowner in compliance with all restrictions specified in the easement terms? □ Yes □ No (Please Explain)

Other comments, observations, violations or concerns of monitor or landowner:

Are there any required follow up needs or plans? □ Yes □ No (Please Explain)

Were the monitoring results discussed with the landowner or landowner's representative?
□ Yes □ No

Monitor's Signature: _____ Phone #:_____ Date: _____

Monitor's Affiliation with Entity: _____

Required materials included with this report:

Map with photo references
Photographs (labeled and dated or with accompanying list)

GRAND TRAVERSE REGIONAL LAND CONSERVANCY

3860 North Long Lake Road, Suite D / Traverse City, MI 49684-7204
tel: 231.929.7911 / fax: 231.929.0433 / toll free: 888.929.3866 / email: info@gtrlc.org / web: www.gtrlc.org

September 20, 2018

Peninsula Township
Attn: Rob Manigold, Supervisor
13235 Center Road
Traverse City, MI 49686

Dear Rob,

As you know, the Grand Traverse Regional Land Conservancy has been partnering with Peninsula Township on advancing our shared goals related to the farmland preservation purchase of Development Rights program since the early 1990's. Together we have accomplished so much long-term preservation of one of the most unique agricultural landscapes in the entire United States, and as such, we have much to be proud of. That said, we also realize there is still much more work to be done as development pressure on some of most unique farmland in the Township's agricultural preservation zone is evident and is a growing concern to Township residents.

To that end, the Conservancy is pleased that the Township is beginning to investigate the possibility of renewing the PDR millage program in the future. Rest assured our Conservancy looks forward to working together to support this important endeavor.

We are also pleased that the Town Board is committed to taking steps to ensure the integrity of your conservation easement stewardship program, including ensuring that best practices are followed. Along these lines, please know that our Conservancy takes easement stewardship very seriously as well and we would be happy to conduct an independent audit of your program to help ensure permanence of all of the conservation easements that you hold now and in the future.

In addition to an audit, we would be willing to provide future updates and recommendations regarding easement stewardship practices based on changes and improvements to the Land Trust Alliance Standards and Best Practices Ethical and Technical Guidelines for conservation easements.

Sincerely,

Glen A. Chown
Executive Director

September 20, 2018

Peninsula Township
Attn: Joanne Westphal, Clerk
13235 Center Road
Traverse City, MI 49686

Dear Joanne,

I'm writing you in response to your request for a simple explanation of the work load and cost associated with the general stewardship of the Grand Traverse Regional Land Conservancy's conservation easements.

As a Land Trust Alliance Accredited organization and national leader in easement stewardship GTRLC's easement stewardship program meets or exceeds all LTA standards and practices. In order to maintain such high standards GTRLC assumes a workload of approximately 100 to 120 conservation easements per full-time easement monitor. The responsibilities of a full-time easement steward are broken down to 80% easement monitoring, 20% data management and other duties.

The average cost for a full-time easement monitor including benefits and overhead costs is currently approximately $63,000 annually. The salary range without benefits for this positions is currently approximately $37,000 to $51,000 based on a recent independent compensation study and approved by our board in May of this year.

I hope this information is helpful as you work to maintain and improve the stewardship of the conservation easements held by Peninsula Township. Please feel free to contact me if you have any questions or need further assistance.

Sincerely,

Mike Okma
Manager of Easement Stewardship

Joanne Westphal

From:	Kevin Krogulecki <krogule2@gmail.com>
Sent:	Monday, October 1, 2018 9:37 AM
To:	clerk@peninsulatownship.com
Subject:	RFP Submittal: K. Krogulecki - Peninsula Township PDR Field Survey Services
Attachments:	Kevin Krogulecki Peninsula Township PDR Survey Proposal 100118.pdf

Hi Joanne,

Please see the attached Proposal of Services for the advertised RFP issued by the Township to provide field survey assessments for Township PDR contracts.

it is understood that there is a tight timeline for these assessments, but further discussion with the Township would be needed to determine final schedule and scope. The attached proposal attempts to clarify knowns and unknows that may affect the assessment timeline for all 112 properties.

I would be happy to supply additional experience and qualification information upon request by the Township.

Thank you for the opportunity to submit this Proposal of Services and I look forward to your review and comment as the process continues. I can be contacted via telephone at (231) 463-9341 or by email at krogule2@gmail.com.

Thank you much,

Kevin Krogulecki

PROPOSAL OF SERVICES

PENINSULA TOWNSHIP PDR CONTRACTS ANNUAL FIELD SURVEY RFP

Kevin S. Krogulecki, PLA

Oct. 1, 2018

Peninsula Township
13235 Center Rd.
Traverse City, MI 49686

To Whom it May Concern:

I am pleased to present the following proposal of services for performing the described work and coordinating with the Township to continue their assessment and monitoring of individual Private Development Rights contracts and lands under consideration:

It is understood that Peninsula Township is seeking services from land conservancies or qualified individuals to conduct annual field surveys that will assess compliance of Purchase Development Rights contracts between the Township and property owners. Altogether 112 properties are involved in the annual assessment and a yet-to-be determined schedule is understood to have a tight timeframe for completion.

My qualifications to perform the work include working as a registered landscape architect in the state of Michigan for multi-disciplinary planning and engineering firms, dealing primarily in public and private land development, environmental compliance and natural resource management. My experience in interpreting and working with property easement conditions allows me to identify general compliance or violations and suggest corrective actions that may help landowners remain in or regain compliance. Knowledge of the built environment and its impact on natural resources will also aid in the identification of current and future issues to be addressed including development effects on soils, water, vegetation and cultural conservation. In addition, being familiar with many parts of Old Mission Peninsula, its agricultural and natural resource value, its history and intent of the PDR Ordinance allows me to begin the assessment process with a significant understanding of the goals for this work.

Given the large physical area of some property easements, not all areas of the property are guaranteed to be physically viewed during the on-site assessment visit. Using up-to date aerial photography, local knowledge and information made available to the assessor, special areas of consideration can be determined and made a priority to be viewed while on site. It will be an important to inform landowners of the annual assessment and in addition, request other information to be provided by the landowner such as filling out required sections of monitoring reports, supplying property transfer and property easement information sharing, and identifying issues not visually apparent during site investigations such as environmental considerations, hazardous spills, invasive species observations, etc.

While it is understood that a tight timeframe exists for the assessment of all 112 properties, time should be taken to ensure a thorough and transparent assessment process. Adequate attempt to contact landowners should be given, and all assessments should be open and available to be joined by landowner at the time and date designated by the on-site assessor. Similarly, important, time should be taken to review and understand each easement and their conditions, as well as the physical property prior to the assessment. Considering the

Important Works Scope Notes:

- The majority of site assessments would take place between 9am-9pm Saturdays and Sundays throughout the defined assessment period. Multiple assessments would be planned for each outing.
- Assessments would be limited to the easement area under consideration and as indicated in contracts and not necessarily the surrounding property unless otherwise noted or observed during the easement area assessment.
- Unless otherwise determined, initial communication with the landowner would come from Township Staff to inform the landowner of upcoming assessments and site visits. I would follow-up with landowners via phone to inform them on site assessment visit times and attempt to accommodate landowners who wish to be present during the assessment. Landowners or landowner representatives would need to make themselves available at the time and date determined by the Township or assessor to be present for the site assessment.
- Township staff shall inform landowners of their responsibilities to fill out certain portions of the monitoring report form, and provide information on transfer of property ownership, transparency and sharing of easement requirements to new landowners, land use changes, environmental impacts (hazardous spills, etc.), and all other relevant information that would not be visually apparent during a site assessment visit. If landowners are present at the on-site assessment, they may provide necessary information at this time.
- Specific information not apparent during physical site assessments is not guaranteed to be observed. If discrepancies between the assessor/assessment and the landowners' interpretation, the Township shall perform any additional verification communication, site assessments, manage landowner disputes and any legal matters.
- Additional work outside of this defined scope can be provided at an hourly rate and at the availability of the assessor. This work may include attending Township meetings, providing remediation recommendations for easement compliance issues, providing additional communication in the case of any dispute resolutions, etc.

The above proposal is a baseline for the work to be completed and would be performed at the price of **$26,500 (Twenty-Six Thousand Five Hundred and 00/100) per year**. If awarded, additional work and landowner communications may be included within this price but would be discussed and negotiated after award.

Thank you for the opportunity to submit a proposal for this work and I would be available to discuss information contained within this proposal, my qualification and experience and any additional information at your convenience. I can be contacted via telephone at (231) 463-9341 or by email at krogule2@gmail.com.

Sincerely,

Kevin Krogulecki, PLA
1560 E. Front St., Apt. 103, Traverse City, MI 49686
(231) 463-9341 – krogule2@gmail.com

b. **Discuss Gordon Hayward Contract (discussion may follow the closed session)**

NO INFORMATION AVAILABLE

New Business

a. Fire Department vehicle and ISO request for 2018-2019

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

October 4, 2018

Dear Township Board,

The Peninsula Township Fire department request permission to replace the Fire Chief's truck, (2005 Chevrolet 2500 HD Silverado), the utility plow truck, (2006 GMC 2500 Sierra) and to seeks bids to replace Engine 1 (1994 Sutphen).

Attached to this letter is a breakdown of why each vehicle needs replaced and the cost associated with it. With the approval of purchasing a chiefs truck and a utility/plow truck, the fire department request that the 2005 Chevrolet 2500 HD Silverado and 2006 GMC Sierra be deemed surplus and sold as is. Potential sales prices are included under the breakdown of each vehicle.

The average age of all the vehicles within the fire department is 16 years. Last year, the fire department spent over $43,000.00 dollars in vehicle maintenance, this year the numbers are trending in the same direction. Engine 1 recently did not pass a Annual pump test, this will require us to send out for pump maintenance which has the potential to be $5000.00 plus to fix. The fire department has instituted a more in-depth maintenance program to try and improve our ability to maintain our trucks and catch minor issues before they become bigger issues. The biggest thing we cannot fix is the age of our vehicles.

The reliability of our vehicles is our greatest concern, this is why we are asking to start our replacement plan. By doing this we will increase our ability to provide service to the community, have safer vehicles for our firefighters to operate and decrease the maintenance cost.

The fire department respectfully asks for your approval to purchase the two picks and to start the bid process for the fire engine.

Yours in Life Safety,

Fire Chief Fred Gilstorff

Request for New Chief Truck for Peninsula Township Fire Department

The Peninsula Township Fire Department is requesting approval from the Town Board to purchase a new chief's truck to replace a 2005 Chevrolet 2500 HD Silverado with 120,455 miles. A list of reasons are stated below:

- Reliability when responding to emergency calls.
- Reduction in maintenance cost.
- Meets current vehicle safety standards increasing safety of occupants.
- Current truck is rusting heavily especially at the driver's side rocker plan and floor board.
- Increased interior cab space for EMS and fire equipment.
- Positive image to the public.
- Use of smaller vehicle to reduce cost such as fuel.
- Ability to get to fires that are in hard to access areas.

Cost- $ 33,997.00 includes emergency lighting. Payment can be made on a payment plan of 4 years. Cost for annual payment is $9,198.50 . No Penalty for paying off early.

Potential money received from selling old truck= $3500.00 to $7000.00

BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle $33,997.00

Number of units 1

Total Bid Amount $33,997.00

Vehicle Description:

Year 2018

Make Chevrolet

Model 1500 Silverado LT
4wd double cab
w/equipment

Vendor:
Berger Chevrolet Inc.

Address 2525 28th Street S.E.

Grand Rapids, MI 49512

Phone (616) 949-5200

Fax (616) 988-9178

Signature Robert M. Evans

Printed Signature Robert M. Evans
Date 9/19/2018

Bid Prepared For :

Peninsula Township

Price includes title fee.
Pricing based off the Oakland County
Contact # 05218

ally

Municipal Lease-Purchase Plan

To: Peninsula Township
Prepared By: Bob Evans
Date: 09/19/2018

Ally Financial ("Ally") appreciates the opportunity to provide the following municipal lease/purchase financing quote for the units described below.

Term in years	4
Advance Rental, to be paid	Annual
Equipment to finance	1
Equipment Usage	Fire department
Annual Rate	5.54

The payment for each unit is calculated by multiplying the Lease Factor by the principal amount for that unit.

Principal: $33,997.00 Payment: $9,198.50

Payments for different principal amounts can be calculated in the same method.

The quoted interest rate is the rate Ally would charge as of the date of this letter. Ally reserves the right to change the rate if necessary. The rate will be determined upon delivery of the equipment and fixed for the term of the lease. The end-of-lease option to purchase the unit(s) described above is $1 per unit.

This quote is for tax-exempt municipal lease/purchase financing only, and the following minimum conditions must be met:

- Qualification as a tax-exempt municipality for federal tax purposes
- Qualification of unit as "essential use"
- Execution of documentation acceptable to Ally
- Ally's standard program parameters are followed
- Ally must receive copies of audited financial statements and the current year's budget
- Credit review and approval by Ally
- The municipality must pay all sales and property taxes, maintain the unit(s), and provide for physical damage and liability insurance acceptable to Ally
- No adverse change in tax law related to the proposed transaction

If any further assistance is required, please do not hesitate to call Ally at 1-877-602-3343.

NOTE: This rate will be locked for the following number of days: 90

Berger Chevrolet
Robert Evans | 616-575-9629 | bevans@bergerchevy.com

Fleet 2019 Chevrolet Silverado 1500 LD (CK15753) 4WD Double Cab (2) Peninsula Township

Selected Model and Options

MODEL

CODE	MODEL
CK15753	2019 Chevrolet Silverado 1500 LD 4WD Double Cab LT w/1LT

COLORS

CODE	DESCRIPTION
G7C	Red Hot

OPTIONS

(† Denotes a Custom Equipment Option)

CODE	DESCRIPTION
—	Option/package discount (Requires (PDA) Texas Edition, (PDU) All Star Edition or (PDB) Black Pack, LPO.) *DISCOUNT*
001†	Code 3 21TR 52" LED bar, red and white LEDS with multi colored corners, red/amber. Switched individualy for emergency or plowing†
002†	Code 3 XTP6 RW Leds for grille TWO of them†
003†	Code 3 XTP4 REd for rear body below tail lights- TWO of them†
006†	Code 3 3920 Siren with PA†
007†	Code 3 C-3100 Siren Speaker†
1LT	LT Preferred Equipment Group includes standard equipment
AG1	Seat adjuster, driver 10-way power (Requires (AZ3) cloth bench seat. Included with (PDA) Texas Edition or (PDU) All Star Edition.)
AZ3	Seats, front 40/20/40 split-bench, 3-passenger. Available in cloth. Includes driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Also includes manually adjustable driver lumbar, lockable storage compartment in seat cushion, and storage pockets. (STD) (Includes (AG1) driver 10-way power seat-adjuster with (PDA) Texas Edition or (PDU) All Star Edition.)
BTV	Remote vehicle starter system (Included and only available with (PDU) All Star Edition or (PDA) Texas Edition. Includes (UTJ) Theft-deterrent system.)

At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 6579. Data Updated: Sep 17, 2018 9:39:00 PM PDT.

Berger Chevrolet
Robert Evans | 616-575-9629 | bevans@bergerchevy.com

Fleet 2019 Chevrolet Silverado 1500 LD (CK15753) 4WD Double Cab (2) Peninsula Township

OPTIONS

(† Denotes a Custom Equipment Option)

CODE	DESCRIPTION
C49	Defogger, rear-window electric (Included with (PDU) All Star Edition or (PDA) Texas Edition.)
CGN	Bed Liner, Spray-on, Pickup box bed liner with bowtie logo. Liner is permanently bonded to the truck bed providing a water tight seal. The textured, non-skid surface is black in color and robotically applied. Spray-on liner covers entire bed interior surface below side rails, including tailgate, front box top rail, gauge hole plugs and lower tie down loops.
CJ2	Air conditioning, dual-zone automatic climate control (Included and only available with (PDA) Texas Edition or (PDU) All Star Edition.)
FE9	Emissions, Federal requirements
G7C	Red Hot
GU6	Rear axle, 3.42 ratio
H0U	Jet Black, Cloth seat trim
IO5	Audio system, Chevrolet Infotainment System with 8" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; USB ports; auxiliary jack; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. Apps include Pandora, iHeartRadio, The Weather Channel and more. (STD)
JL1	Trailer brake controller, integrated (Included with (PDU) All Star Edition or (PDA) Texas Edition.)
KI4	Power outlet, 110-volt AC (Included with (PDA) Texas Edition or (PDU) All Star Edition.)
L83	Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm; more than 300 lb-ft of torque from 2000 to 5600 rpm) (STD)
MYC	Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD)
N37	Steering column, manual tilt and telescoping (Included and only available with (PDA) Texas Edition or (PDU) All Star Edition.)

At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 6579. Data Updated: Sep 17, 2018 9:39:00 PM PDT.

Berger Chevrolet
Robert Evans | 616-575-9629 | bevans@bergerchevy.com

Fleet 2019 Chevrolet Silverado 1500 LD (CK15753) 4WD Double Cab (2) Peninsula Township

OPTIONS

(† Denotes a Custom Equipment Option)

CODE	DESCRIPTION
PDU	All Star Edition includes (AG1) driver 10-way power seat adjuster, (CJ2) dual-zone climate control, (BTV) Remote Vehicle Starter system, (C49) rear-window defogger, (N37) manual tilt and telescopic steering column, (KI4) 110-volt power outlet and (JL1) Integrated trailer brake controller (Includes (T3U) LED front fog lamps, (PZX) 18" x 8.5" bright-machined aluminum wheels and (RKX) P265/65R18 all-season, blackwall tires. Upgradeable to 22" LPO wheels. Not available with (PDA) Texas Edition.) *GROSS*
PZX	Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) bright-machined aluminum (Included with (PDU) All Star Edition or (PDA) Texas Edition.)
RKX	Tires, P265/65R18 all-season, blackwall (Included with (PDU) All Star Edition or (PDA) Texas Edition.)
T3U	Fog lamps, thin profile LED (Included and only available with (PDA) Texas Edition or (PDU) All Star Edition.)
UTJ	Theft-deterrent system, unauthorized entry (Included and only available with (BTV) remote vehicle starter.)
XCQ	Tire, spare P265/70R17SL all-season, blackwall (Included and only available with (RC3), (RKX), (RBX) or (RHH).)
ZY1	Paint, solid
	Options Total

At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 6579. Data Updated: Sep 17, 2018 9:39:00 PM PDT.

Berger Chevrolet
Robert Evans | 616-575-9629 | bevans@bergerchevy.com

Fleet 2019 Chevrolet Silverado 1500 LD (CK15753) 4WD Double Cab (2) Peninsula Township

Standard Equipment

Package

Trailering Package includes trailer hitch, 7-pin and 4-pin connectors

Mechanical

Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm; more than 300 lb-ft of torque from 2000 to 5600 rpm) (STD)

Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD)

Rear axle, 3.42 ratio

Pickup box

Transfer case, electronic Autotrac with rotary dial control (Included with 4WD models only.)

Differential, heavy-duty locking rear

Four wheel drive

Cooling, external engine oil cooler

Cooling, auxiliary external transmission oil cooler

Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power

Alternator, 150 amps

Frame, fully-boxed, hydroformed front section

GVWR, 7200 lbs. (3266 kg) (Requires 4WD model.)

Steering, Electric Power Steering (EPS) assist, rack-and-pinion

Brakes, 4-wheel disc with DURALIFE rotors, 4-wheel antilock

Capless Fuel Fill

Exhaust, aluminized stainless-steel muffler and tailpipe

Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) bright-machined aluminum (STD)

Tires, P255/70R17 all-season, blackwall (STD)

Wheel, full-size spare, 17" (43.2 cm) steel

Tire, spare P255/70R17 all-season, blackwall (Included and only available with (RBZ) P255/70R17 all-season, blackwall tires.)

Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door

At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 6579. Data Updated: Sep 17, 2018 9:39:00 PM PDT.

Berger Chevrolet
Robert Evans | 616-575-9629 | bevans@bergerchevy.com

Fleet 2019 Chevrolet Silverado 1500 LD (CK15753) 4WD Double Cab (2) Peninsula Township

Exterior

Bumper, front chrome

Bumper, rear chrome

Recovery hooks, front, frame-mounted, black (Standard with 4WD models. Available with 2WD models.)

Lamps, cargo area, cab mounted with switch on center switch bank

CornerStep, rear bumper

Moldings, bodyside, body color

Wheelhouse liners, rear

Grille surround, chrome

Active Aero Shutters, front

Headlamps, high intensity discharge (HID) projector-beam with LED signature DRL

Mirrors, outside heated power-adjustable (includes driver's side spotter mirror) (Body-color.)

Mirror caps, body-color

Glass, deep-tinted

Door handles, body-color

Tailgate and bed rail protection cap, top

Remote Locking Tailgate

Tailgate, EZ-Lift and Lower

Entertainment

Audio system, Chevrolet Infotainment System with 8" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; USB ports; auxiliary jack; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. Apps include Pandora, iHeartRadio, The Weather Channel and more. (STD)

Single-slot CD/MP3 player

Radio, HD

SiriusXM Radio enjoy a 3-month All Access trial subscription with over 150 channels including commercial-free music, plus sports, news and entertainment. Plus listening on the app and online is included, so you'll hear the best SiriusXM has to offer, anywhere life takes you. Welcome to the world of SiriusXM. (IMPORTANT: The SiriusXM radio trial package is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. To cancel you must call us at 1-866-635-2349. See our Customer Agreement for complete terms at www.siriusxm.com. All fees and programming subject to change.)

6-speaker audio system

At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 6579. Data Updated: Sep 17, 2018 9:39:00 PM PDT.

Berger Chevrolet
Robert Evans | 616-575-9629 | bevans@bergerchevy.com

Fleet 2019 Chevrolet Silverado 1500 LD (CK15753) 4WD Double Cab (2) Peninsula Township

Entertainment

Bluetooth for phone, personal cell phone connectivity to vehicle audio system

Chevrolet 4G LTE and available built-in Wi-Fi hotspot offers a fast and reliable Internet connection for up to 7 devices; includes data trial for 1 month or 3GB (whichever comes first) (Available Wi-Fi requires compatible mobile device, active OnStar service and data plan. Data plans provided by AT&T. Visit onstar.com for details and system limitations.)

Interior

Seats, front 40/20/40 split-bench, 3-passenger. Available in cloth. Includes driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Also includes manually adjustable driver lumbar, lockable storage compartment in seat cushion, and storage pockets. (STD) (Includes (AG1) driver 10-way power seat-adjuster with (PDA) Texas Edition or (PDU) All Star Edition.)

Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor)

Floor covering, color-keyed carpeting with rubberized vinyl floor mats (Required with (PCO) Essentials Package, LPO or (PDO) Protection Package, LPO.)

Steering wheel, leather-wrapped with audio and cruise controls

Steering column, Tilt-Wheel, manual with theft-deterrent locking feature

Steering wheel audio controls

Instrumentation, 5-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 4.2-inch diagonal color display includes driver personalization, warning messages and vehicle information

Windows, power front and rear with driver express up and down and express down on all other windows

Door locks, power

Remote Keyless Entry, with 2 transmitters

Cruise control, electronic with set and resume speed, steering wheel-mounted

Air conditioning, single-zone

Visors, driver and front passenger illuminated vanity mirrors

Assist handle, front passenger on A-pillar

Safety-Mechanical

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 6579. Data Updated: Sep 17, 2018 9:39:00 PM PDT.

Berger Chevrolet
Robert Evans | 616-575-9629 | bevans@bergerchevy.com

Fleet 2019 Chevrolet Silverado 1500 LD (CK15753) 4WD Double Cab (2) Peninsula Township

Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Fleet orders receive a 3-month trial. Visit www.onstar.com for coverage map, details and system limitations. Services vary by model.)

Chevrolet Connected Access with 10 years of standard connectivity which enables services such as, Vehicle Diagnostics, Dealer Maintenance Notification, Chevrolet Smart Driver, Marketplace and more. (Limitations apply. Not transferable. Standard connectivity available to original purchaser for ten years from the date of initial vehicle purchase for model year 2018 or newer Chevrolet vehicles. See onstar.com for details and further plan limitations. Connected Access does not include emergency or security services. Availability and additional services enabled by Connected Access are subject to change)

Rear Vision Camera

Teen Driver configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on your driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System with Tire Fill Alert (does not apply to spare tire)

At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 6579. Data Updated: Sep 17, 2018 9:39:00 PM PDT.

Advertisement

2005 Chevrolet Silverado 2500 HD Crew Cab Pricing Report

Style: LS Pickup 4D 6 1/2 ft
Mileage: 124,600

Sell To Private Party

Valid for ZIP Code 49686 through 10/04/2018

Vehicle Highlights

Fuel Economy: N/A	Max Seating: 6
Doors: 4	Engine: V8, 6.0 Liter
Drivetrain: 4WD	Transmission: Automatic
EPA Class: Standard Pickup Trucks	Body Style: Pickup
Country of Origin: United States	Country of Assembly: United States

Your Configured Options

Our pre-selected options, based on typical equipment for this car.

✓ Options that you added while configuring this car.

Engine

✓ V8, 6.0 Liter

Transmission

Automatic

Drivetrain

4WD

Braking and Traction

ABS (4-Wheel)

Comfort and Convenience

Air Conditioning
Power Windows
Power Door Locks
Cruise Control

Steering

Power Steering
Tilt Wheel

Entertainment and Instrumentation

AM/FM Stereo
CD/MP3 (Single Disc)

Safety and Security

Dual Air Bags

Exterior

✓ Running Boards
✓ Pickup Shell

Cargo and Towing

✓ Bed Liner
✓ Towing Pkg

Wheels and Tires

✓ Alloy Wheels

Exterior Color

✓ Red

Glossary of Terms

Kelley Blue Book® Trade-in Value - This is the amount you can expect to receive when you trade in your car to a dealer. This value is determined based on the style, condition, mileage and options indicated.

Trade-In Range - The Trade-In Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week based on the style, condition, mileage and options of your vehicle when you trade it in to a dealer. However, every dealer is different and values are not guaranteed.

Kelley Blue Book® Private Party Value - This is the starting point for negotiation of a used-car sale between a private buyer and seller. This is an "as is" value that does not include any warranties. The final price depends on the car's actual condition and local market factors.

Private Party Range - The Private Party Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week for a vehicle with stated mileage in the selected condition and configured with your selected options, excluding taxes, title and fees when selling to a private party.

Tip:
It's crucial to know your car's true condition when you sell it, so that you can price it appropriately. Consider having your mechanic give you an objective report.

Advertisement

2005 Chevrolet Silverado 2500 HD Crew Cab Pricing Report

Style: LS Pickup 4D 6 1/2 ft
Mileage: 124,600

Trade In To a Dealer

Trade-in Range
$6,617 - $8,840
Trade-in Value
$7,729

Valid for ZIP Code 49686 through 10/04/2018

Vehicle Highlights

Fuel Economy: N/A	Max Seating: 6
Doors: 4	Engine: V8, 6.0 Liter
Drivetrain: 4WD	Transmission: Automatic
EPA Class: Standard Pickup Trucks	Body Style: Pickup
Country of Origin: United States	Country of Assembly: United States

Your Configured Options

Our pre-selected options, based on typical equipment for this car.

✓ Options that you added while configuring this car.

Engine
✓ V8, 6.0 Liter

Transmission
Automatic

Drivetrain
4WD

Braking and Traction
ABS (4-Wheel)

Comfort and Convenience
Air Conditioning
Power Windows
Power Door Locks
Cruise Control

Steering
Power Steering
Tilt Wheel

Entertainment and Instrumentation
AM/FM Stereo
CD/MP3 (Single Disc)

Safety and Security
Dual Air Bags

Exterior
✓ Running Boards
✓ Pickup Shell

Cargo and Towing
✓ Bed Liner
✓ Towing Pkg

Wheels and Tires
✓ Alloy Wheels

Exterior Color
✓ Red

Glossary of Terms

Kelley Blue Book® Trade-In Value - This is the amount you can expect to receive when you trade in your car to a dealer. This value is determined based on the style, condition, mileage and options indicated.

Trade-In Range - The Trade-In Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week based on the style, condition, mileage and options of your vehicle when you trade it in to a dealer. However, every dealer is different and values are not guaranteed.

Kelley Blue Book® Private Party Value - This is the starting point for negotiation of a used-car sale between a private buyer and seller. This is an "as is" value that does not include any warranties. The final price depends on the car's actual condition and local market factors.

Private Party Range - The Private Party Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week for a vehicle with stated mileage in the selected condition and configured with your selected options, excluding taxes, title and fees when selling to a private party.

Tip:
It's crucial to know your car's true condition when you sell it, so that you can price it appropriately. Consider having your mechanic give you an objective report.

Request for New Fire Engine for Peninsula Township Fire Department

The Peninsula Township Fire Department is requesting approval from the Town Board to purchase a new utility truck/snow plow to replace a 2006 GMC 2500 Sierra with 139,314 miles. A list of reasons are stated below:

- Reliability when responding to emergency calls.
- Reduction in maintenance cost.
- Meets current vehicle safety standards.
- Ability to do multiple functions such as response to emergencies, snow plowing, hauling of equipment & boats, potential brush truck with the addition of a slide-in pump unit.
- Increased pay load and hauling capabilities.
- Increased interior cab space for EMS and fire equipment.
- Positive image to the public.
- Use of smaller vehicle to reduce cost such as fuel.
- Ability to get to small fire that are in hard to access areas.

Cost- $ 41,943.00 includes emergency lighting and plow. Payment can be made on a payment plan of 3, 4 or 5 years.
3yr Plan= $14,829.91
4yr Plan= $11,449.98
5yr Plan= $9,426.90

Potential money received from selling old truck= $4500.00 to $8000.00 according to Kelly Blue Book.

FORD CREDIT

Municipal Finance Department
1 American Road, MD 7500
Dearborn, Michigan 48126

October 03, 2018

Bill McCarthy
Jorgensen Ford
bill_mccarthy@hotmail.com

RE: **Peninsula Township, MI** **Revised Quote #91510A**

Ford Credit Municipal Finance is pleased to present the following financing options for your review and consideration.

Option	Quantity	Description				Price
	1	2019 Ford F-350 Supercab 4x4 w/Lights & Snow Plow				$41,398.00
	Total Amount Financed*	Number of Payments	Payment Timing	APR	Payment Factor	Payment Amount
A	$41,943.00	3	Annual in Advance	6.20%	0.353573	$14,829.91
B	$41,943.00	4	Annual in Advance	6.20%	0.272989	$11,449.98
C	$41,943.00	5	Annual in Advance	6.20%	0.224755	$9,426.90

*$545.00 underwriting fee included

EXPIRATION DATE: 11/30/2018
All vehicles and equipment must be delivered, executed contract and payment to Ford Credit prior to this date

This quotation, until credit approved, is not a commitment by Ford Credit Municipal Finance. It has been prepared assuming that the lease qualifies for Federal Income Tax Exempt Status for Ford Credit Company LLC under Section 103 of the IRS Code. Financing is subject to credit review and approval of acceptable documentation by Ford Credit Municipal Finance.

Ford Credit Municipal Finance Program

- There is no security deposit, no prepayment penalty, and no mileage penalty.
- At inception, the new equipment title/registration indicates the municipality as Registered Owner, with Ford Motor Credit Company LLC as first lien holder.
- At term end, the municipality buys the equipment for $1.

Thank you for allowing Ford Credit Municipal Finance the opportunity to provide this quotation. If you have any questions regarding the option presented, need additional options, or would like to proceed with the approval process, please contact me at (800) 241-4199, option 1.

Sincerely,

Janet Doty

Janet Doty
Marketing Coordinator
jdoty@ford.com

We look forward to assisting you as we have other customers.

"I purchase Fords through Ford Credit as an easy alternative to conventional financing. Good product, good rate, easy process, great support staff." J.J. Randall – Frankfort Park District, IL 02/15/2016

Ford Motor Credit Company ("FMCC") is providing the information contained in this document for discussion purposes only in connection with a proposed arm's length commercial leasing transaction between you and FMCC. FMCC is acting for its own interest and has financial and other interests that differ from yours. FMCC is not acting as a municipal advisor or financial advisor to you, and has no fiduciary duty to you. The information provided in this document is not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934 and the municipal advisor rules of the SEC. FMCC is not recommending that you take an action and you should discuss any actions with your own advisors as you deem appropriate.

JORGENSEN FORD SALES

8333 Michigan Ave.
Detroit, MI 48210
PHONE: (313) 584-8733
FAX: (313) 584-0477
bill_mccarthy@hotmail.com

QUOTATION

	8/10/2018
	10/31/19
	12/8/18

MiDeal Contract Number 071B7700179

Customer: Peninsula Township

Contact: Fred **Phone:** 231-223-4443 **Fax:** 231-223-4697

2019 Ford F-350 4X4 Super Cab Snow Plow Truck

Base Price	$30,087.00
Snow Plow/Camper Package	$ 225.00
E-Locking rear Axle	$ 359.00
Upfitter Switches	$ 156.00
Municipal Lighting Package	$ 3,787.00
Western V-Style Snow Plow with deflector	$ 6,089.00
Delivery – 278 miles @ $2.50 per mile	$ 695.00
Doc Fee for Municipal Lease through Ford Credit	$ 545.00
Total	$41,943.00

Authorized Signature: _____

***W.J. McCarthy**, Fleet Sales Manager*

CNGP530 VEHICLE ORDER CONFIRMATION 08/07/18 14:00:57
me>

2019 F-SERIES SD

Dealer: F42017
Page 1 of 1

Order No: 9999 Priority: 99
Ord PEF: 610A Cust/Flt Name:

Order Type: Z Price Level: 925
PO Number:

		RETAIL	DLR INV
X3B	F350 4X4 S/C	$39660	$37479.00
	164" WHEELBASE		
Z1	OXFORD WHITE		
A	VINYL 40/20/40		
S	MEDIUM EARTH GR		
610A	PREF EQUIP PKG		
	.XL TRIM		
	.TRAILER TOW PKG		
572	.AIR CONDITIONER	NC	NC
	.AM/FM STER/CLK		
996	.6.2L EFI V8 ENG	NC	NC
44P	6-SPD AUTOMATIC	NC	NC
TDR	.LT245 B5W AS 17		
X4M	4.30 ELOCKING	300	359.00
	JOB #1 BUILD		

		RETAIL	DLR INV
	10700# GVWR PKG		
425	50 STATE EMISS	NC	NC
47B	SNOPLW/CAMP PKG	245	225.00
512	SPARE TIRE/WHL2	NC	NC
59H	HI MNT STOP LMP	NC	NC
	JACK		
67D	XTR HVY DTY ALT	NC	NC
	FUEL CHARGE		96.56
	DEST AND DELIV	1495	1495.00
TOTAL	BASE AND OPTIONS	41790	39654.56
TOTAL		41790	39654.56

THIS IS NOT AN INVOICE

F1=Help F2=Return to Order F3/F12=Veh Ord Menu
F4=Submit F5=Add to Library
9999 - PRESS F4 TO SUBMIT

QC03523

YOUR COST $ 30782.00 DELIVERED

Mike Roland
28130 Groesbeck Hwy.
Roseville, MI 48066
e-mail: mroland[illegible]

NBC TRUCK EQUIPMENT INC.

Q081817

Phone: (586) 774-4900
Fax: (586) 772-1280
Cell: (586) 484-7335

QUOTATION

August 9, 2018

Jorgensen Ford
Attn: Bill McCarthy
8333 Michigan Ave.
Detroit, MI 48021

P – 313-584-2250
Email: bill_mccarthy@hotmail.com

We are pleased to submit the following quotation for your consideration:
Re: Bay City Public Schools

ONE (1) WESTERN 8½' MVP³ FLARED WING V-PLOW

- **31" - 37" High, Flared Wing 14 Gauge Steel Moldboard**
- Four (4) Trip Springs • Blade Guides • Eight (8) Vertical Ribs • Power Bar Full Width
- 1 ¾" x 11" UltraLock Double Acting Angle Cylinders
- Plowing Width @ Full Angle - 7' 5" • Plowing Width @ Full Scoop - 7' 2"
- Plowing Width @ Full "V" - 7' 8"
- Trip Edge Design • 70° Attack Angle • 1 ¼" Center Pin
- Steel Top Center Gap Cover And Formed Center Cutting Edge Prevent Snow Leakage
- FloStat™ Hydraulics • Isolation Module, Flex Fleet Electrical
- **Cabcommand Control**
- ***NightHawk*** Low Profile Halogen Headlights • ⅜" x 6" High Carbon Steel Cutting Edge
- **UltraMount System 2**
  - **Stand And Connecting Hook Combined Into One Rotating Device**
  - **Removable Receiver Bracket For Better Off Road Ground Clearance**
  - **Pivot Bar**
- UltraFinish Baked On Powder Coat – On Metal Parts
- ***Two Winter*** Warranty

TOTAL INVESTMENT ——————————————————— $5,782.00

Optional:
Rubber Snow Deflector ——————————————— Add $307.00
Shoe Kit ——————————————————— Add $239.00
Blade Wing Kit ——————————————————— Add $675.00

PRICES FOR THE ABOVE INSTALLED ON CUSTOMER SUPPLIED VEHICLE
THE ABOVE PRICES DO NOT INCLUDE LOCAL, STATE OR FEDERAL TAXES

Sincerely,
NBC Truck Equipment, Inc.

Mike Roland
Sales Representative

Advertisement

2006 GMC Sierra 2500 HD Extended Cab Pricing Report

Style: Work Truck Pickup 4D 8 ft
Mileage: 140,000

Trade In To a Dealer

Trade-in Range
$4,474 - $6,285
Trade-in Value
$5,380

Valid for ZIP Code 49686 through 10/04/2018

Vehicle Highlights

Fuel Economy: N/A	Max Seating: 6
Doors: 4	Engine: V8, 6.0 Liter
Drivetrain: 4WD	Transmission: Automatic
EPA Class: Standard Pickup Trucks	Body Style: Pickup
Country of Origin: United States	Country of Assembly: United States

Your Configured Options

Our pre-selected options, based on typical equipment for this car.

✓ Options that you added while configuring this car.

Engine
V8, 6.0 Liter

Transmission
Automatic

Drivetrain
4WD

Braking and Traction
ABS (4-Wheel)

Comfort and Convenience
Air Conditioning
✓ Power Door Locks
✓ Cruise Control

Steering
Power Steering
✓ Tilt Wheel

Entertainment and Instrumentation
AM/FM Stereo

Safety and Security
Dual Air Bags

Exterior
✓ Snow Plow

Cargo and Towing
✓ Towing Pkg

Wheels and Tires
✓ Steel Wheels

Exterior Color
✓ Red

Glossary of Terms

Kelley Blue Book® Trade-in Value - This is the amount you can expect to receive when you trade in your car to a dealer. This value is determined based on the style, condition, mileage and options indicated.

Trade-In Range - The Trade-In Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week based on the style, condition, mileage and options of your vehicle when you trade it in to a dealer. However, every dealer is different and values are not guaranteed.

Kelley Blue Book® Private Party Value - This is the starting point for negotiation of a used-car sale between a private buyer and seller. This is an "as is" value that does not include any warranties. The final price depends on the car's actual condition and local market factors.

Private Party Range - The Private Party Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week for a vehicle with stated mileage in the selected condition and configured with your selected options, excluding taxes, title and fees when selling to a private party.

Excellent Condition - 3% of all cars we value. This car looks new and is in excellent mechanical condition. It has never had paint or bodywork and has an interior and body free of wear and visible defects. The car is rust-free and does not need reconditioning. Its clean engine compartment is free

Tip:
It's crucial to know your car's true condition when you sell it, so that you can price it appropriately. Consider having your mechanic give you an objective report.

Advertisement

2006 GMC Sierra 2500 HD Extended Cab Pricing Report

Style: Work Truck Pickup 4D 8 ft
Mileage: 140,000

Sell To Private Party

Private Party Range
$6,147 - $8,664
Private Party Value
$7,406

Valid for ZIP Code 49686 through 10/04/2018

Vehicle Highlights

Fuel Economy: N/A	Max Seating: 6
Doors: 4	Engine: V8, 6.0 Liter
Drivetrain: 4WD	Transmission: Automatic
EPA Class: Standard Pickup Trucks	Body Style: Pickup
Country of Origin: United States	Country of Assembly: United States

Your Configured Options

Our pre-selected options, based on typical equipment for this car.

✓ Options that you added while configuring this car.

Engine
V8, 6.0 Liter

Transmission
Automatic

Drivetrain
4WD

Braking and Traction
ABS (4-Wheel)

Comfort and Convenience
Air Conditioning
✓ Power Door Locks
✓ Cruise Control

Steering
Power Steering
✓ Tilt Wheel

Entertainment and Instrumentation
AM/FM Stereo

Safety and Security
Dual Air Bags

Exterior
✓ Snow Plow

Cargo and Towing
✓ Towing Pkg

Wheels and Tires
✓ Steel Wheels

Exterior Color
✓ Red

Glossary of Terms

Kelley Blue Book® Trade-in Value - This is the amount you can expect to receive when you trade in your car to a dealer. This value is determined based on the style, condition, mileage and options indicated.

Trade-In Range - The Trade-In Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week based on the style, condition, mileage and options of your vehicle when you trade it in to a dealer. However, every dealer is different and values are not guaranteed.

Kelley Blue Book® Private Party Value - This is the starting point for negotiation of a used-car sale between a private buyer and seller. This is an "as is" value that does not include any warranties. The final price depends on the car's actual condition and local market factors.

Private Party Range - The Private Party Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week for a vehicle with stated mileage in the selected condition and configured with your selected options, excluding taxes, title and fees when selling to a private party.

Excellent Condition - 3% of all cars we value. This car looks new and is in excellent mechanical condition. It has never had paint or bodywork and has an interior and body free of wear and visible defects. The car is rust-free and does not need reconditioning. Its clean engine compartment is free

Tip:
It's crucial to know your car's true condition when you sell it, so that you can price it appropriately. Consider having your mechanic give you an objective report.

New Utility/Plow Truck for Peninsula Township Fire Department

The Peninsula Township Fire Department is requesting approval from the Town Board to purchase a new utility truck/snow plow to replace a 2006 GMC 2500 Sierra with 139,314 miles. A list of reasons are stated below:

- Reliability when responding to emergency calls.
- Reduction in maintenance cost.
- Meets current vehicle safety standards.
- Ability to do multiple functions such as response to emergencies, snow plowing, hauling of equipment & boats, potential brush truck with the addition of a slide-in pump unit.
- Increased pay load and hauling capabilities.
- Increased interior cab space for EMS and fire equipment.
- Positive image to the public.
- Use of smaller vehicle to reduce cost such as fuel.
- Ability to get to small fire that are in hard to access areas.

Cost- $ 41,943.00 includes emergency lighting and plow. Payment can be made on a payment plan of 3, 4 or 5 years.
3yr Plan= $14,829.91
4yr Plan= $11,449.98
5yr Plan= $9,426.90

Potential money received from selling old truck= $4500.00 to $8000.00 according to Kelly Blue Book.

Request for New Fire Engine for Peninsula Township Fire Department

The Peninsula Township Fire Department is requesting approval from the Town Board to start bidding process for a new fire engine to replace **Fire Engine #1** a 1994 Sutphen. A list of reasons are stated below:

- Reliability when responding to emergency calls.
- Replace a 24 year old Engine, NFPA 1901 suggest replacement at 15 to 20 years old.
- Safety increases for firefighters, vehicle would comply with current safety standards.
- New Technology that will enhance emergency operations.
- Decrease in maintenance cost. Truck will also be under warranty for at least 3 years.
- Compliance with current NFPA 1901 standard.
- Greater ability for difficult access areas.
- Compliant Lighting System that will increase safety for firefighters & civilians.
- New Hurst Edraulic Extrication tools that are capable to be used on newer vehicles and create a safer work area at the scene of vehicle and farm accidents.
- Cost will include 1000 feet of 5 inch supply hose.
- Truck will be able to safely house more equipment that could be used on an emergency.
- New truck has the potential to help department decrease current ISO rating which could save citizens money on insurance.

Cost- The cost of this vehicle will not exceed $500,000.00. Cost will include new Jaws of Life and 1000 feet of 5 inch supply hose. Payment plans can be used. (See next document for breakdown of potential financing).

COMMUNITY LEASING PARTNERS
Division of Community First National Bank

Phone: 888.777.7850
Fax: 888.777.7875
Cell: 785.313.3154
215 S. Seth Child Road
Manhattan, KS 66502
www.clpusa.net

August 3, 2018

Customer Name: **Peninsula Twp Fire Department, MI**

Equipment:
Sales Representative:
Delivery: TBD

Community Leasing Partners, a Division of *Community First National Bank*, is pleased to present the following financing options for your review and consideration.

Option 1

Total Cost:	$ 486,521.00		Payment Frequency:	Annual
Down Payment:	$ -		First Payment:	One year from closing
Trade In:	$ -			
Amount Financed:	**$ 486,521.00**			

Term in Years:	3	4	5	7
Payment:	$174,565.66	$133,381.60	$108,746.04	$80,622.28
Factor:	0.358804	0.274154	0.223518	0.165712
Interest Rate:	3.77%	3.79%	3.82%	3.85%

Option 2

Total Cost:	$ 486,521.00		Payment Frequency:	Annual
Down Payment:	$ -		First Payment:	One year from closing
Trade In:	$ -			
Amount Financed:	**$ 486,521.00**			

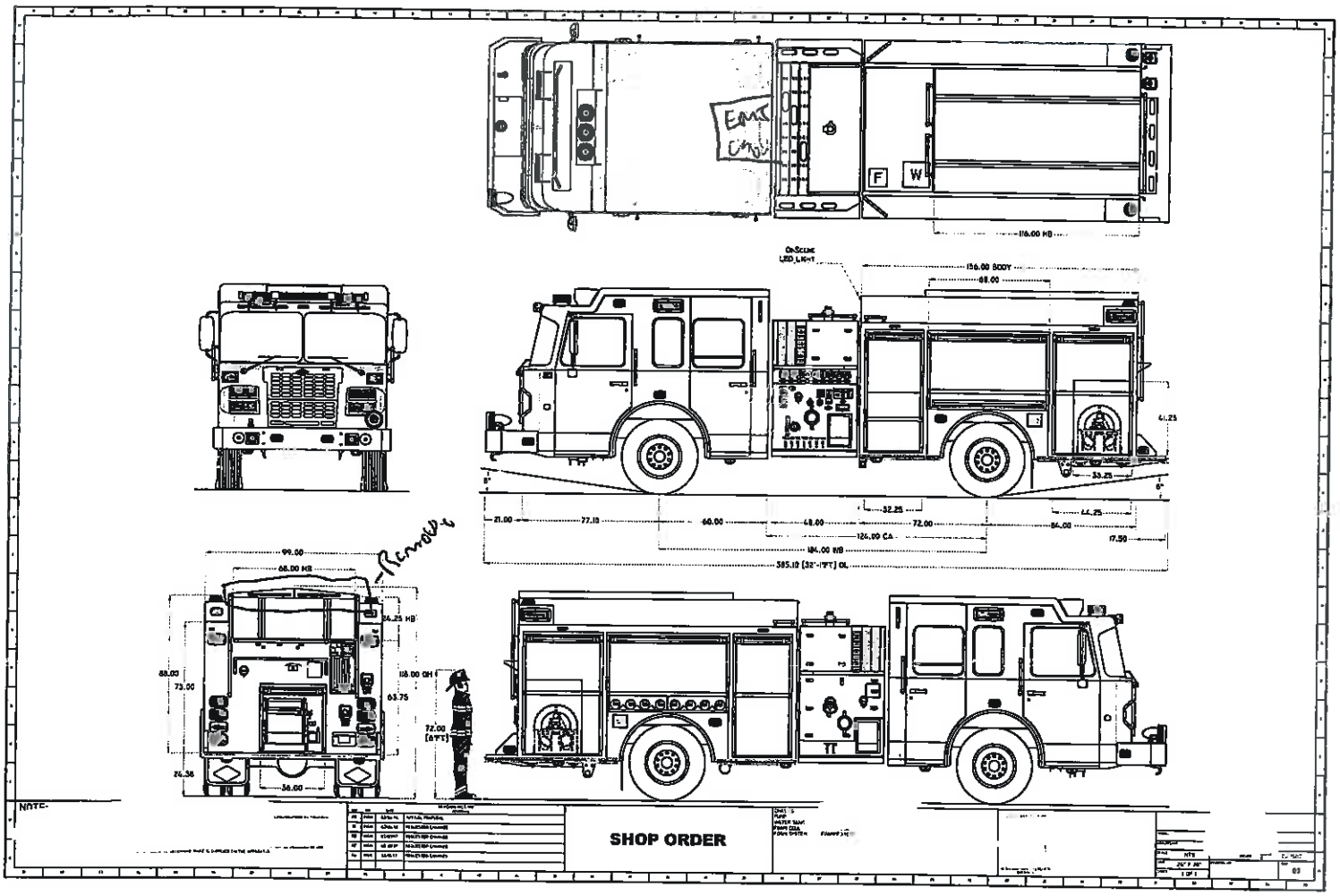
Term in Years:	10
Payment:	$59,756.91
Factor:	0.122825
Interest Rate:	3.92%

- **THERE ARE NO DOCUMENTATION OR CLOSING FEES ASSOCIATED WITH THIS PROPOSAL.**
- Fixed interest rate for the terms provided unless otherwise stated.
- This financing is to be executed and funded within 30 days of the date of the proposal, or Lessor reserves the right to adjust the interest rate. The proposal is subject to credit review and approval of mutually acceptable documentation.
- This proposal has been prepared assuming the lessee is bank qualified and that the proposed lease qualifies for Federal Income Tax Exempt Status for the Lessor under Section 103 of the IRS Code.

Thank you for allowing Community Leasing Partners the opportunity to provide this proposal. If you have any questions regarding the options presented, need additional options, or would like to proceed with a financing, please contact me at 1-888-777-7850.

Respectively,

Blake J. Kaus
Vice President & Director of Leasing
blakekaus@clpusa.net



EMT
116.00 HB
On-Scene LED Light
156.00 BODY
68.00
41.25
33.25
8"
21.00
77.10
60.00
48.00
32.25
72.00
124.00 CA
184.00 WB
385.10 [32'-1"FT] OL
44.25
84.00
17.50
99.00
68.00 HB
Remove
24.25 HB
88.00
73.00
118.00 OH
63.75
72.00 [6"FT]
24.38
36.00
NOTE:
SHOP ORDER

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

October 4, 2018

Dear Township Board,

Recently the fire department received a letter from the Insurance Services Office (ISO) to do a evaluation of our department. ISO's rating for a fire department determines the rates that residents pay for insurance for their homes and businesses. The fire department is currently rated at a 5, 7 and 10. A scale of 1 to 10 is used with a class 1 being the best rating. Our rating of a 5 is in our fire hydrant area, the 7 is in areas within 5 road miles of a fire station and the 10 is outside of the 5 road miles.

This process of evaluation is a huge undertaking that takes many hours to complete. In 2014, former Chief Ronk hired ISO Slayer to assist with ISO evaluation. At this time the fire department is requesting to sign a contract with National Fire Services Office to assist and direct our process of evaluation. NFSO has been in business for over 20 years and will assist us with in-depth looks at our water engineering, fire protection, fire management, ways to improve our organization, communications and public safety. They will look at ways for us to improve how we provide fire protection to our community.

Attached to this letter is the contract which states the cost and services provided by NFSO. NFSO comes highly recommend by surrounding communities of Long Lake and Green Lake as they have just went through the process with NFSO. Green Lake lowered their rating from a 8 to a 4 and Long Lake from a 6 to 4 . I firmly believe that the improvements we have made with staffing, training, communications and policy improvement will reflect well on our grade.

I am requesting the Township Board to enter into this contract with NFSO for a cost not to exceed $20,000.00. This cost can be broke into two payments, one payment in this fiscal year and the other at the beginning of the 2019-2020 budget year.

Yours in Life Safety,

Fire Chief Fred Gilstorff

PROPOSAL

For:

Peninsula Township

ISO Preparation
and
50-Year Drought Study

October 01, 2018

National Fire Services Office

1622 Airport Road
Sylvania, GA 30467
(912) 656- 6703 Main
(912) 857- 6700 Fax

Skip@NFSO.us

GENERAL INFORMATION AND PROPOSAL

National Fire Services Office

We offer a unique combination of experience and knowledge. Our personnel combine extensive knowledge of ISO® requirements, water engineering, fire protection, fire departments operations, fire management, and managing organizational improvement; extensive experience in service and economic analyses of water, communications, fire protection systems, and public safety.

Our goal is, "Helping Communities Help Themselves." We assist policy makers with the challenges and opportunities a fire department, its personnel and the community face. We assist in formulating responses to the issues facing your community. We act as analysts, catalysts and facilitators. We provide information about specific concerns and their multi-faceted impact on the organization and community. We offer advice concerning the implementation process of developing a County fire department. This new fire department can lead to critical changes and enhancements that are necessary to lower the unincorporated areas fire districts Insurance Services Offices (ISO®) fire rate. These changes can also lead to increased services and response for the unincorporated areas. The outcome of this methodology is for the client to have the tools to continue successful operations long after our involvement.

We tailor our work specifically to each client. We will work with Townships and fire departments to design a strategy that can lead to a lower ISO® rate. As national fire consultants, we draw on successful models from other organizations that we have assisted during similar challenges. This case-based approach offers unique insight into lessons learned from other community successes. Please visit our website: "www.NFSO.us" to find information on existing and new clients, as well as past successes.

PROJECT UNDERSTANDING

Peninsula Township Fire Department has asked the National Fire Services Office to propose assistance in preparation for an upcoming Insurance Services Office (ISO) audit. This help would include providing guidance before and during the ISO inspection. Issues to be addressed are: apparatus response protocols, apparatus and equipment readiness, record management, review of inspections, review of training, and review of 911 Communications. A secondary part of this process would be to certify alternate water sources as needed. Through this process consultants with the National Fire Services Office would offer insight and direction into the changes necessary to prepare for an ISO rating.

PROJECT APPROACH

The project approach consists of seven (7) tasks. These tasks are identified in the scope of work section below:

SCOPE OF WORK

TASK 1. Initial Meeting

1.1 Hold a workshop with the fire management to chart a course to prepare for an ISO audit.

1.2 Setting goals.

1.3 Creating a timeline for the project completion.

1.4 Designing new response protocols for apparatus delivery. This includes the delivery of: apparatus, equipment, and staff.

TASK 2. Records Management

2.1 Review the apparatus and operations for NFPA compliancy of: 1221, 1901, 1911, 1962, and AWWA.

2.2 Review three years of equipment testing and one year of firefighter training.

TASK 3. Development Needed Maps

3.1 Inspect current maps. Identify the response areas.

3.2 Identify station locations, large buildings, the water delivery methodology, and the Auto-Aid response.

TASK 4. Water Sources

4.1 Design a matrix of available water sites.

4.2 Collect needed ISO water impoundment data.

4.3 Collect needed ISO water pump data.

4.4 Design a 50-Year Drought Study.

TASK 5. Equipment Inventory

5.1 Inspection of loose equipment.

5.2 Design a minimum equipment list for each apparatus

TASK 6. Communications Review

6.1 Meet with the 911 Dispatch Center.

6.2 Review for NFPA 1221 compliancy

TASK 7. Inspection

7.1.1 Request an ISO inspection.

7.1.2 Compile the needed data and documentation.

7.1.3 Prepare the detailed application.

7.1.4 Be present before and during the ISO inspection.

FEE AND COMPLETION TIME:

- National Fire Services Office will assist with the above tasks for a fee of $17,000 for the ISO Consultation Service and the 50-Year Drought Study. Expenses will be in addition to the contract fees and shall not exceed $3,000.
- The Consultant fee would be paid in two payments. The first payment of $8,500 would be due at the start of contract. The second payment of $8,500 would not be due until April 2019.
- Length of contract: 7months from start of project and/or until an ISO inspection is completed; whichever occurs first.

STATE OF GEORGIA
COUNTY OF SCREVEN

FIRE CONSULTANT SERVICES CONTRACT

This agreement made and entered into this 07th day of October, 2018 by and between the Peninsula Township and the National Fire Services Office (NFSO). The Peninsula Township shall hereafter be referred to as "Fire District" and the National Fire Services Office shall be referred to as "Contractor."

RECITALS

Contractor shall assist the "Fire District" by giving recommendations concerning: equipment needs, department staffing, operation procedures, records keeping, development of a fire response district map, certify alternate water as needed, and provide options to improve fire services. This information will be used for the purpose of preparing for an ISO audit.

- Contractor will hold a workshop with the "Fire District" to set goals and chart a course to complete an ISO inspection. This assistance would include setting a timeline for the project completion.
- Contractor will design the needed mapping for the ISO inspection.
- Contractor will inspect the fire station, fire apparatus, and required records for ISO Compliancy.
- Contractor will compile the required records for the ISO audit.
- Contractor will collect the required information of the potable water system and certify the needed alternate water sites.
- Contractor will review the 911-Communications documentation for NFPA 1221 compliancy.
- Contractor will be the fire departments ISO expert.
- Contractor will be present before and during the ISO audit.

In consideration of the mutual promises set forth herein, it is agreed by and between the "fire district" and "Contractor" as follows:

I. NATURE OF WORK

Contractor shall assist the Peninsula Township Fire Department by offering recommendations concerning: equipment needs, department staffing, operational procedures, record keeping, development fire response protocols, and options to improve fire services. This information can be used for the purpose of maintaining and/or improving the ISO® Fire Protection Rate and to developing future department growth.

TASK 1. **Initial Meeting**

1.5 Hold a workshop with the Fire Officers to chart a course to prepare for an ISO audit.

1.6 Set goals.

1.7 Creating a timeline for the project completion.

1.8 Designing new response protocol for apparatus delivery. This includes the delivery of: apparatus, equipment, and staff.

TASK 2. **Records Management**

2.3 Review the apparatus and community for NFPA compliancy of: 1221, 1901, 1911, 1962, and AWWA.

2.4 Review three years of equipment testing and one year of firefighter training.

TASK 3. **Develop Needed Maps**

3.3 Inspect current maps. Identify the Engine and Service response areas.

3.4 Identify: large buildings, fire pumps, the water delivery methodology, and Auto-Aid response,

TASK 4. **Water Sources**

4.5 Design a matrix of available water sites.

4.6 Collect water impoundment data.

4.7 Collect water pump data.

4.8 Design a 50-Year Drought Study to certify alternate water that will be used for the ISO test.

TASK 5. **Equipment Inventory**

5.3 Inspect the loose equipment for ISO compliancy.

5.4 Make recommendations concerning equipment to improve your ISO points earned.

5.5 Design a minimum equipment list for each apparatus.

TASK 6. **Communications Review**

6.3 Meet with the 911 Dispatch.

6.4 Review for NFPA 1221 compliancy

TASK 7. **Inspection**

7.1.5 Request an ISO® inspection.

7.1.6 Compile the required data and documentation for the ISO audit.

7.1.7 Prepare a detailed ISO application.

7.1.8 Be present before, and during, for a post inspection meeting.

II. COMPENSATION

The National Fire Services Office will assist with the above tasks for a fee of $17,000 for the ISO Consultation Service and for the 50-Year Drought Study. Expenses will be in addition to the contract fees and shall not exceed $3,000.

The Consultant ISO fee would be paid in two equal payments. The first payment of $8,500 would be due at the start of contract. The second payment of $8,500 would be due in April 2019. Expenses are to be paid upon an invoice being submitted to PTFD.

III. DURATION

This contract shall be valid for 7-months. The starting date of this contract

will be October 08th, 2018; and will continue until May 08, 2019.

IV. STATUS OF THE CONTRACTOR

This contract calls for the performance of the services of the Contractor as an independent agent and as such will not be considered an employee of "Fire District". No direct supervision of the contractor's work is contemplated by "Fire District". Do to the fact that the Contractor is an independent agent, information provided by, or through, the National Fire Services Office or employees shall not be distributed to any Fire Department, Agent, County, City, or interested party without the expressed written permission from the "Contractor". The information provided by the "Contactor" is of a proprietary nature and is strictly not to be reproduced or distributed without "Contractors written permission. Contractor shall choose the time and manner of performing all services pursuant to this agreement.

V. SERVICES FOR OTHERS

This contract is not exclusive, and Contractor retains the right to perform services for others during the term of this agreement.

VI. MODIFICATIONS

This contract may be modified by mutual consent of both parties, provided that any and all modifications are in writing and signed by both parties.

VII. TERMINATION

Each party has the right to terminate this Agreement if the other party breaches by being in default of any obligation hereunder, or otherwise performs the Services in an unsatisfactory manner. In the event of termination under this subparagraph, the non-breaching party must first give the non-performing party ten (10) days written notice to cure said breach setting forth in detail the manner in which this Agreement has been breached. If said breach is not cured within said ten (10) day period or reasonable steps to effect said cure are not commenced and diligently pursued, the non-breaching party may terminate this Agreement.

VIII. INDEMNITY AND HOLD HARMLESS CLAUSE

Contractor shall indemnify and hold the Peninsula Township harmless from all losses, injuries, or damages in rendering services pursuant to this agreement.

IN WITNESS WHERE OF, the Peninsula Township acting by and through it's duly authorized officers, having caused this instrument to be executed, and having authorized Supervisor Rob Manigold to set his name on this document. Both executions shall be in duplicate and each of which shall be considered an original.

Harold Starling	
Harold Starling National Fire Services Office-Director	Rob Manigold Peninsula Township Supervisor
October 1, 2018	
Date	Date

(CLOSED SESSION)

b. Closed session pursuant to MCL 15.268(e) for discussion with Attorney Meihn representing the Township in matters relating to litigation and personnel issues.

(OPEN SESSION)