

# PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

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

## **Township Board Regular Meeting**

**October 10, 2023, 7:00 p.m.**

**Township Hall**

## **Notice/Agenda**

- 1. Call to Order**
- 2. Pledge**
- 3. Roll Call**
- 4. Brief Citizen Comments (for agenda items only)**
- 5. Approve Agenda**
- 6. Conflict of Interest**
- 7. Consent Agenda:**
  1. Invoices (recommend approval)
  2. Reports
    - A. Fire Department
    - B. Cash Summary by Fund
    - C. Peninsula Community Library and additional correspondence from Director Vicki Shurly
    - D. Peninsula Township Ordinance Enforcement Officer
  3. Minutes from September 6, 2023, township board special meeting; September 7, 2023, township board special meeting; September 12, 2023, township board special meeting; and September 12, 2023, township board regular meeting
  4. Peninsula Township Fire Department Station 1 Open House flyer
  5. PowerPoint slides from township board special meeting on general law versus charter forms of township government
  6. Ticker article titled "Peninsula Township Explores Becoming Charter Township"
  7. Ticker article on GT County Commissioners' approval of Peninsula Township Parks funding
  8. Letter accepting the donation of pickleball courts from the Bowers Harbor Pickleball Association
  9. Preliminary Analysis of Peninsula Township Organizational Structure and Functions by Trustee Armen Shanafelt
  10. Public service announcement from League of Women Voters on leaking septic systems
  11. Correspondence
    - A. Joe Gorka
    - B. Susan Odgers
- 8. Business:**
  1. Parks committee update (Chown)
  2. Old Mission Women's Club Christmas Cookie Sale December 8 and 9, 2023, at Peninsula Township Hall (Chown)
  3. Request for budget amendment and appropriation (Achorn)
  4. Revised fee schedule (Cram)
  5. PDR update (Cram and Laura Rigan from the Grand Traverse Regional Land Conservancy)
  6. Planning update (Cram)
  7. Litigation update (Chris Patterson from Fahey Schultz Burzych Rhodes)
- 9. Citizen Comments**
- 10. Board Comments**
- 11. Adjournment**

**\* If you would like to use a portable hearing device, please ask the recording secretary.**

**Packet**  
**October 10, 2023,**  
**Township Board Regular Meeting**

# Consent

# Invoices

PENINSULA TOWNSHIP  
INVOICE REGISTER

For Invoices Scheduled for Payment on: 10/10/2023 12

VENDOR INFORMATION		INVOICE INFORMATION	
TOBIN & CO., P.C.		Amount of Invoice Paid:	\$214.72
		2022-2023 AUDIT - PARK 3	
<i>Distribution:</i>			
298-261-807.000	Audit Fees		214.72
Total Amount Disbursed:			\$214.72

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 10/10/2023 12**

VENDOR INFORMATION		INVOICE INFORMATION	
CONSUMERS ENERGY		Amount of Invoice Paid:	\$30.94
		ELECTRICITY	
		<i>Distribution:</i>	
	209-567-921.000	Electricity	30.94
ROBERT WILKINSON		Amount of Invoice Paid:	\$1,380.00
		PARKS & TWP LAWN & MAINTENANCE	
		<i>Distribution:</i>	
	209-567-818.000	Contractual Services-Mowing	1,380.00
		Total Amount Disbursed:	\$1,410.94

# PENINSULA TOWNSHIP INVOICE REGISTER

For Invoices Scheduled for Payment on: 10/10/2023 12

## VENDOR INFORMATION

2B CREATIVE STUDIO

## INVOICE INFORMATION

Amount of Invoice Paid: \$1,155.00  
PARKS AND OMP LOGO DESIGN

*Distribution:*

208-751-818.200	Contract Services	1,155.00
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ACENTEK

Amount of Invoice Paid: \$728.39  
OFFICE PHONES - OCT 2023

*Distribution:*

101-261-850.000	COM/TELEPHONE - OFFICE-TWP HALL	394.63
101-257-850.000	COM/TELEPHONE - ASSESSOR	60.68
101-215-850.000	COM/TELEPHONE - CLERK	91.03
101-253-850.000	COM/TELEPHONE - TREASURER	91.03
101-701-850.000	COM/TELEPHONE - PLANNING	60.68
101-171-850.000	COM/TELEPHONE - SUPERVISOR	30.34

ACENTEK

Amount of Invoice Paid: \$726.75  
OFFICE PHONES - SEPT 2023

*Distribution:*

101-261-850.000	COM/TELEPHONE - OFFICE-TWP HALL	393.67
101-257-850.000	COM/TELEPHONE - ASSESSOR	60.56
101-215-850.000	COM/TELEPHONE - CLERK	90.84
101-253-850.000	COM/TELEPHONE - TREASURER	90.84
101-701-850.000	COM/TELEPHONE - PLANNING	60.56
101-171-850.000	COM/TELEPHONE - SUPERVISOR	30.28

AFFINITY

Amount of Invoice Paid: \$682.57  
IT SUPPORT & SERVICE - AUG 2023

*Distribution:*

101-171-818.COM	Computer Services	21.95
101-257-818.COM	Contractual-Computer Support	14.95
101-701-818.COM	Contract Computer Services	21.95
101-701-818.COM	Contract Computer Services	214.83
101-261-818.COM	Computer Services	165.90
101-253-818.COM	Computer System Services	137.29
101-215-818.COM	Computer Consulting/Service	69.85
101-262-818.COM	Contract Computers Services	35.85

BLUE CARE NETWORK

Amount of Invoice Paid: \$7,910.46  
HEALTH INSURANCE - OCT 2023

*Distribution:*

101-253-712.000	Medical/Life Insurance	1,449.61
101-253-712.000	Medical/Life Insurance	897.99
101-257-712.000	Medical/Life Insurance	1,075.85
101-261-712.000	Medical/Life Insurance	624.09
101-701-712.000	Medical/Life Insurance	284.04
101-701-712.000	Medical/Life Insurance	463.35
101-701-712.000	Medical/Life Insurance	485.63
704-000-227.020	Medical Insurance Withholding	2,629.90

# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION****INVOICE INFORMATION****CAPITAL ONE TRADE CREDIT**

**Amount of Invoice Paid: \$11.26**  
**SUPPLIES - BHP**

*Distribution:*

208-751-726.000	Supplies	11.26
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**CONSUMERS ENERGY**

**Amount of Invoice Paid: \$1,001.63**  
**ST LIGHTS/ELECTRICITY**

*Distribution:*

101-265-921.000	Electricity	348.49
101-265-926.000	Street Lighting	36.57
101-265-921.BJN	ELECTRICITY-BIG JOHNS	51.38
208-751-926.000	Street Lighting	57.95
208-751-921.000	Electricity	388.51
208-753-921.000	Electricity	31.12
216-807-921.000	Electricity	87.61

**CONSUMERS ENERGY**

**Amount of Invoice Paid: \$302.46**  
**STREET LIGHTS - AUG 2023**

*Distribution:*

101-000-220.010	Franklin Wds. Streetlighting	9.74
596-528-926.000	STREET LIGHTING--COMPACTOR	16.90
101-265-926.000	Street Lighting	48.29
101-000-220.000	Pen.Hills Townhouses,St.light	13.57
101-000-220.075	Underwood Farms Street Light	18.15
208-751-926.000	Street Lighting	37.30
101-000-220.030	OMPS, Street Lighting	9.32
101-000-220.040	Cherrywood Commons, St. Light	9.32
101-000-220.060	Mission Hills, Street Light	130.55
101-000-220.070	Congregational Church Lightin	9.32

**CONSUMERS ENERGY**

**Amount of Invoice Paid: \$101.17**  
**LED UPGRADE - AUG 2023**

*Distribution:*

101-000-220.010	Franklin Wds. Streetlighting	3.49
596-528-926.000	STREET LIGHTING--COMPACTOR	3.49
101-265-926.000	Street Lighting	13.95
101-000-220.000	Pen.Hills Townhouses,St.light	3.49
101-000-220.075	Underwood Farms Street Light	3.49
208-751-926.000	Street Lighting	13.95
101-000-220.030	OMPS, Street Lighting	3.49
101-000-220.040	Cherrywood Commons, St. Light	3.49
101-000-220.060	Mission Hills, Street Light	48.84
101-000-220.070	Congregational Church Lightin	3.49

**DAVE SANGER**

**Amount of Invoice Paid: \$145.39**  
**MILEAGE & POSTAGE - AUG 2023**

*Distribution:*



# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION****INVOICE INFORMATION**

	101-701-870.ENF	Code Enforcement Mileage	124.45
	101-701-905.000	POSTAGE	20.94
<b>DTE ENERGY</b>		<b>Amount of Invoice Paid:</b>	<b>\$51.06</b>
		<b>DOUGHERTY GAS - SEPT 2023</b>	
	<i>Distribution:</i>		
	216-807-745.000	Dougherty-DTE Heating	51.06
<b>ELAN FINANCIAL SERVICES</b>		<b>Amount of Invoice Paid:</b>	<b>\$825.70</b>
		<b>MNTHLY SVCS; CONF TRAVEL; SUPPLIES</b>	
	<i>Distribution:</i>		
	101-215-814.200	Publishing Software	42.38
	101-701-960.000	Education & Training	535.00
	101-261-726.000	Supplies	109.66
	101-261-726.000	Supplies	92.49
	101-253-726.000	Supplies	46.17
<b>ELMER'S CRANE &amp; DOZER</b>		<b>Amount of Invoice Paid:</b>	<b>\$97,961.00</b>
		<b>PICKLEBALL CT CONSTRUCT</b>	
	<i>Distribution:</i>		
	208-751-970.PKL	Capital Outlay-Pickleball Court	97,961.00
<b>ES&amp;S ELECTION SYSTEMS&amp;SOFTWARE</b>		<b>Amount of Invoice Paid:</b>	<b>\$225.00</b>
		<b>ELECTION BINS</b>	
	<i>Distribution:</i>		
	101-262-726.000	Supplies	225.00
<b>FAHEY SCHULTZ BURZYCH RHODES</b>		<b>Amount of Invoice Paid:</b>	<b>\$1,468.00</b>
		<b>ELECTIONS RELATED RESOLUTION</b>	
	<i>Distribution:</i>		
	101-262-801.000	Legal Fees	1,468.00
<b>FP MAILING SOLUTIONS</b>		<b>Amount of Invoice Paid:</b>	<b>\$173.10</b>
		<b>POSTAGE METER - AUG 2023</b>	
	<i>Distribution:</i>		
	101-261-905.100	Postage Machine Rental	173.10
<b>FRESHWATER, LLC</b>		<b>Amount of Invoice Paid:</b>	<b>\$1,222.47</b>
		<b>AUDIO VISUAL SERVICE - CHARTER TWP P</b>	
	<i>Distribution:</i>		
	101-101-818.000	Contractual Services	1,222.47

# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION****INVOICE INFORMATION****GOSLING CZUBAK**

**Amount of Invoice Paid: \$125.00**  
**BHP PICKLEBALL PLAN DEVELOPMENT**

*Distribution:*

208-751-970.PKL

Capital Outlay-Pickleball Court

125.00

**GOURDIE-FRASER, INC**

**Amount of Invoice Paid: \$1,607.50**  
**STORM WATER REVIEWS**

*Distribution:*

101-701-607.SWP

Storm Water Permit Fee

1,607.50

**GRAND TRAVERSE COUNTY RD COMMISSION**

**Amount of Invoice Paid: \$13,599.75**  
**BRINE - 2ND APPLICATION**

*Distribution:*

204-446-930.000

Repairs and Maintenance

13,599.75

**HAMPEL'S SAFE & LOCK SHOP**

**Amount of Invoice Paid: \$18.50**  
**BHP BATHROOM LOCKS**

*Distribution:*

208-751-930.000

Repairs and Maintenance

18.50

**HENTCO LLC**

**Amount of Invoice Paid: \$17,393.00**  
**COLOR/STRIPES PCKLEBALL COURTS BHP**

*Distribution:*

208-751-970.PKL

Capital Outlay-Pickleball Court

17,393.00

**IMAGE360**

**Amount of Invoice Paid: \$690.03**  
**PARKS DECAL SIGNS**

*Distribution:*

208-751-726.000

Supplies

690.03

**JOHN HANCOCK USA**

**Amount of Invoice Paid: \$16,807.84**  
**PENSION CONTRIBUTIONS AUG 2023**

*Distribution:*

704-000-227.070

PENSION - DUE TO JOHN HANCOCK

14,806.40

704-000-227.FPN

3% Fire Employee Pension Contribution

2,001.44

**JOHN HANCOCK USA**

**Amount of Invoice Paid: \$17,407.99**  
**PENSION CONTRIBUTIONS - JULY 2023**

*Distribution:*

704-000-227.070

PENSION - DUE TO JOHN HANCOCK

15,281.15

704-000-227.FPN

3% Fire Employee Pension Contribution

2,126.84

# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION****INVOICE INFORMATION****KATIE CLARK**

**Amount of Invoice Paid: \$125.11**  
**MILEAGE - BANK TRIPS AUG 2023**

*Distribution:*

101-253-870.000

Mileage

125.11

**KRAFT BUSINESS SYSTEMS**

**Amount of Invoice Paid: \$197.39**  
**COPIER SVC - 9/20 - 10/19/23**

*Distribution:*

101-261-818.COP

Copier &amp; Copier Supplies

197.39

**KWIK PRINT**

**Amount of Invoice Paid: \$88.04**  
**POSTERS, SIGNS BHP CELEBRATION**

*Distribution:*

208-751-726.000

Supplies

88.04

**KWIK PRINT**

**Amount of Invoice Paid: \$57.24**  
**COLOR COPIES - PKS BHP**

*Distribution:*

208-751-726.000

Supplies

57.24

**LOLA JACKSON**

**Amount of Invoice Paid: \$75.00**  
**ZBA CERTIFICATE COURSE - REIMBURSEME**

*Distribution:*

101-704-960.000

Education &amp; Training

75.00

**MCCARDEL CULLIGAN WATER**

**Amount of Invoice Paid: \$10.00**  
**WATER FOR COOLER - SEPT 2023**

*Distribution:*

101-261-818.WTR

Water Cooler

10.00

**MCCARDEL CULLIGAN WATER**

**Amount of Invoice Paid: \$12.00**  
**COOLER RENTAL - OCT 23**

*Distribution:*

101-261-818.WTR

Water Cooler

12.00

**MICHIGAN TOWNSHIPS ASSOC. (MTA)**

**Amount of Invoice Paid: \$25.00**  
**ELECTIONS WEBINAR - CHOWN**

*Distribution:*

101-215-960.000

Education &amp; Training

25.00

# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION****MICHIGAN TOWNSHIPS ASSOC. (MTA)****INVOICE INFORMATION**

**Amount of Invoice Paid: \$25.00**  
**ELECTIONS WEBINAR - NOVAL**

*Distribution:*

101-215-960.000	Education & Training	25.00
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**O'LEARY PAINT**

**Amount of Invoice Paid: \$35.74**  
**PAINT FOR PLAYGROUND**

*Distribution:*

208-751-930.000	Repairs and Maintenance	35.74
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**PRINCIPAL LIFE INSURANCE CO.**

**Amount of Invoice Paid: \$438.39**  
**DENTAL INSURANCE - OCT 2023**

*Distribution:*

101-253-712.000	Medical/Life Insurance	74.37
101-701-712.000	Medical/Life Insurance	18.61
101-257-712.000	Medical/Life Insurance	74.26
101-215-712.000	Medical/Life Insurance	36.07
101-261-712.000	Medical/Life Insurance	18.61
704-000-227.020	Medical Insurance Withholding	216.47

**PROFILE**

**Amount of Invoice Paid: \$90.00**  
**SHREDDING SVC**

*Distribution:*

101-261-820.000	Shredding	90.00
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**REBECCA CHOWN**

**Amount of Invoice Paid: \$75.99**  
**MILEAGE - CLERKS/ELECTIONS MTGS.**

*Distribution:*

101-215-870.000	Mileage	31.44
101-262-870.000	Mileage	44.55

**REBECCA CHOWN**

**Amount of Invoice Paid: \$22.00**  
**CLERK MEETING**

*Distribution:*

101-215-965.000	Meetings	22.00
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**RECORD EAGLE (PUBS)**

**Amount of Invoice Paid: \$137.45**  
**PUBLIC NOTICE - AUG 2023**

*Distribution:*

101-704-900.000	Legal Notices	137.45
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# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION****ROBERT WILKINSON****INVOICE INFORMATION**

**Amount of Invoice Paid: \$4,140.00**  
**PARKS & TWP LAWN CARE & MAINTENANC**

*Distribution:*

101-265-818.000	Contractual Services	420.00
208-751-818.000	Contractual Services-Mowing/Maintenance	3,360.00
596-528-818.000	Contractual Services	180.00
208-751-930.000	Repairs and Maintenance	180.00

**ROBERT WILKINSON**

**Amount of Invoice Paid: \$1,764.00**  
**OFFICE/TOWN HALL CLEANING - JULY-SEP**

*Distribution:*

101-265-818.000	Contractual Services	1,764.00
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**ROBERT WILKINSON**

**Amount of Invoice Paid: \$2,200.00**  
**PARKS TOILET CLEANING/MAINTENANCE -**

*Distribution:*

208-751-818.000	Contractual Services-Mowing/Maintenance	2,200.00
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**ROBIN NOVAL**

**Amount of Invoice Paid: \$18.56**  
**MILEAGE & PARKING - AUG/SEPT 2023**

*Distribution:*

101-262-870.000	Mileage	18.56
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**SALLY MURRAY**

**Amount of Invoice Paid: \$30.00**  
**NW MI ASSESSORS ASSOC. CLASS**

*Distribution:*

101-257-960.000	Education & Training	30.00
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**SECURITY SANITATION, INC**

**Amount of Invoice Paid: \$1,920.00**  
**PORTA JOHN RENTAL & PUMPS JULY-SEPT**

*Distribution:*

208-751-818.200	Contract Services	1,920.00
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**SOS ANALYTICAL**

**Amount of Invoice Paid: \$50.00**  
**WATER ANALYSIS - HASEROT/BH**

*Distribution:*

208-751-855.DEQ	Noncom. Public Wat. Sup. Fee	50.00
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**SOS ANALYTICAL**

**Amount of Invoice Paid: \$300.00**  
**WATER ANALYSIS - HASEROT RETEST**

*Distribution:*

208-751-855.DEQ	Noncom. Public Wat. Sup. Fee	300.00
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# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION****INVOICE INFORMATION****TKS SECURITY**

**Amount of Invoice Paid: \$216.00**  
**CLOUD HOSTED SEC ACCESS CONTROL - OC**

*Distribution:*

101-265-818.SEC	SECURITY	216.00
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**TOBIN & CO., P.C.**

**Amount of Invoice Paid: \$2,093.52**  
**2022-2023 AUDIT - PART 3**

*Distribution:*

101-101-807.000	Audit Fees	1,717.76
208-751-807.000	Audit Fees	214.72
208-753-807.000	Audit Fees	53.68
204-446-807.000	Audit Fees	53.68
596-528-807.000	Audit Fees	53.68

**TRAVERSE CITY LIGHT & POWER**

**Amount of Invoice Paid: \$10.61**  
**ST. LIGHTING**

*Distribution:*

101-265-926.000	Street Lighting	10.61
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**TROPHY TROLLEY**

**Amount of Invoice Paid: \$63.50**  
**NAME PLATES - 3**

*Distribution:*

101-101-726.000	Supplies	21.18
101-704-726.000	Supplies	21.16
101-703-726.000	Supplies	21.16

**UHY ADVISORS, INC.**

**Amount of Invoice Paid: \$1,400.00**  
**PAYROLL JULY/AUGUST 2023**

*Distribution:*

101-215-818.CPA	CPA Contract Services	1,400.00
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**WEST BEND MUTUAL INS COMP**

**Amount of Invoice Paid: \$55.00**  
**NOTARY BOND - DECLARKE**

*Distribution:*

101-215-710.BND	Bonding	55.00
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**YOUR COBRA CONNECTION**

**Amount of Invoice Paid: \$81.00**  
**COBRA ADMINISTRATION 11/1/2023 - 1/**

*Distribution:*

101-215-818.000	Contractual Services	81.00
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**Total Amount Disbursed: \$198,097.56**

# PENINSULA TOWNSHIP INVOICE REGISTER

For Invoices Scheduled for Payment on: 10/10/2023 12

## VENDOR INFORMATION

## INVOICE INFORMATION

ACENTEK

Amount of Invoice Paid: \$79.95  
INTERNET SVC - OCT 23

Distribution:

206-336-850.CHC Internet Services 79.95

AFFINITY

Amount of Invoice Paid: \$51.90  
IT SUPPORT/SERVICE - AUG 2023

Distribution:

206-336-818.COM Computer Services 51.90

ALERT-ALL

Amount of Invoice Paid: \$432.00  
PUB ED SUPPLIES

Distribution:

206-336-880.000 Community Promotions 432.00

APPLIED INNOVATION

Amount of Invoice Paid: \$55.54  
MONTHLY COPIER FEE

Distribution:

206-336-818.COP Copier & Copier Supplies 55.54

BLUE CARE NETWORK

Amount of Invoice Paid: \$9,940.85  
HEALTH INSURANCE - OCT 2023

Distribution:

206-336-712.000 Medical/Life Insurance 9,940.85

BOUND TREE MEDICAL

Amount of Invoice Paid: \$261.25  
EMS SUPPLIES

Distribution:

206-336-932.000 Ambulance Supplies 261.25

BOUND TREE MEDICAL

Amount of Invoice Paid: \$61.51  
EMS SUPPLIES

Distribution:

206-336-932.000 Ambulance Supplies 61.51

CARTRIDGE WORLD

Amount of Invoice Paid: \$38.84  
PRINTER CARTRIDGE

Distribution:

206-336-726.000 Supplies 38.84

# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

VENDOR INFORMATION		INVOICE INFORMATION	
CHARTER COMMUNICATIONS		Amount of Invoice Paid:	\$184.98
		INTERNET SERVICE	
Distribution:			
206-336-850.CHC	Internet Services		184.98
CITY OF TRAVERSE CITY		Amount of Invoice Paid:	\$395.00
		ANNUAL HAZMAT FEE 7/2023 - 6/2024	
Distribution:			
206-336-818.HAZ	Hazmat Mutual Aid		395.00
CONSUMERS ENERGY		Amount of Invoice Paid:	\$965.81
		ST LIGHTS/ELECTRICITY	
Distribution:			
206-336-926.000	Street Lighting		18.30
206-336-921.000	Electricity		947.51
CONSUMERS ENERGY		Amount of Invoice Paid:	\$6.98
		LED UPGRADE - AUG 2023	
Distribution:			
206-336-926.000	Street Lighting		6.98
CONSUMERS ENERGY		Amount of Invoice Paid:	\$21.14
		STREET LIGHTS - AUG 2023	
Distribution:			
206-336-926.000	Street Lighting		21.14
CRYSTAL FLASH PETROLEUM		Amount of Invoice Paid:	\$1,132.04
		DIESEL FUEL	
Distribution:			
206-336-751.000	Vehicle-Gas & Oil		1,132.04
DEWEESE HARDWARE		Amount of Invoice Paid:	\$52.66
		ELECTRICAL PARTS FOR STN 1	
Distribution:			
206-336-930.000	Stations Repairs and Maintenance		52.66
ELAN FINANCIAL SERVICES		Amount of Invoice Paid:	\$1,464.73
		MTHLY SVCS; SUPPLIES; CLASSES	
Distribution:			
206-336-726.000	Supplies		352.93
206-336-960.000	Education & Training		595.00
206-336-970.000	Capital Outlay		443.81



# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION****INVOICE INFORMATION**

	206-336-850.CHC	Internet Services	72.99
<b>FIRE RECOVERY EMS</b>	<b>Amount of Invoice Paid: \$463.73</b> <b>EMS BILLING - AUG 2023</b>		
	Distribution:		
	206-336-818.000	Contractual Services	463.73
<b>FIRECATT LLC</b>	<b>Amount of Invoice Paid: \$4,943.80</b> <b>ANNUAL HOSE TESTING</b>		
	Distribution:		
	206-336-818.TST	Testing Compliance	4,943.80
<b>FIRST INTERNET BANK</b>	<b>Amount of Invoice Paid: \$59,965.00</b> <b>FIRE TRUCK LOAN/INT. PAYMENT - OCT 20</b>		
	Distribution:		
	206-336-991.000	Debt Service - Principal-Vehicles	46,404.45
	206-336-993.000	Debt Service - Interest-Vehicles	13,560.55
<b>IMPERIAL DADE</b>	<b>Amount of Invoice Paid: \$221.28</b> <b>TRUCK WASH SOAP</b>		
	Distribution:		
	206-336-726.000	Supplies	221.28
<b>INTERSTATE SIGN PRODUCTS, INC</b>	<b>Amount of Invoice Paid: \$482.95</b> <b>GREEN SIGNS</b>		
	Distribution:		
	206-336-726.SIN	Green Resident Sign Supplies	482.95
<b>KYLE SARBER</b>	<b>Amount of Invoice Paid: \$269.00</b> <b>RESCUE SWIMMER CLASS - TRAVEL</b>		
	Distribution:		
	206-336-962.TRV	Travel Expense	269.00
<b>LEELENAU COFFEE ROASTING CO., INC.</b>	<b>Amount of Invoice Paid: \$80.90</b> <b>STATION COFFEE - AUG 2023</b>		
	Distribution:		
	206-336-726.000	Supplies	80.90
<b>MCCARDEL CULLIGAN WATER</b>	<b>Amount of Invoice Paid: \$87.00</b> <b>STN 3 WATER SOFTENER - OCT 23</b>		
	Distribution:		
	206-336-818.000	Contractual Services	87.00

# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION****INVOICE INFORMATION****MCCARDEL CULLIGAN WATER**

**Amount of Invoice Paid: \$56.00**  
**STN 1 WATER SOFTENER - OCT 23**

*Distribution:*

206-336-818.000

Contractual Services

56.00

**MI DEPT OF HEALTH & HUMAN SERVICES**

**Amount of Invoice Paid: \$187.58**  
**STATE EMS QA**

*Distribution:*

206-336-939.LIC

Vehicle Licenses

187.58

**NICK HAINES**

**Amount of Invoice Paid: \$59.98**  
**LAWN MOWER BLADES - STN 3 MOWER**

*Distribution:*

206-336-933.000

Equipment Maintenance

59.98

**NW REGIONAL FIRE TRAINING**

**Amount of Invoice Paid: \$140.00**  
**GILSTORFF PALS RENEWAL**

*Distribution:*

206-336-960.000

Education &amp; Training

140.00

**NW REGIONAL FIRE TRAINING**

**Amount of Invoice Paid: \$165.00**  
**SARBER PHTLS RENEWAL**

*Distribution:*

206-336-960.000

Education &amp; Training

165.00

**PENINSULA PROF'L FIREFIGHTERS**

**Amount of Invoice Paid: \$933.66**  
**2023 MEAL ALLOWANCE - 2 ADD'L MEMBER**

*Distribution:*

206-336-959.UFA

Fire Union Food Allowance

933.66

**PREMIER SAFETY**

**Amount of Invoice Paid: \$1,550.92**  
**ANNUAL AIR PACK FLOW TESTING**

*Distribution:*

206-336-818.TST

Testing Compliance

1,550.92

**PREMIER SAFETY**

**Amount of Invoice Paid: \$339.07**  
**GAS MONITOR SENSOR**

*Distribution:*

206-336-933.000

Equipment Maintenance

339.07

# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION****INVOICE INFORMATION****PREMIER SAFETY**

**Amount of Invoice Paid: \$215.47**  
**SCBA REPAIR**

*Distribution:*

206-336-933.000

Equipment Maintenance

215.47

**PRINCIPAL LIFE INSURANCE CO.**

**Amount of Invoice Paid: \$965.29**  
**DENTAL INSURANCE - OCT 2023**

*Distribution:*

206-336-712.000

Medical/Life Insurance

965.29

**TOBIN & CO., P.C.**

**Amount of Invoice Paid: \$1,073.60**  
**2022-2023 AUDIT - PART 3**

*Distribution:*

206-336-807.000

Audit Fees

1,073.60

**VERIZON**

**Amount of Invoice Paid: \$19.51**  
**HEART MONITOR MODEM**

*Distribution:*

206-336-850.000

Communications/Telephone

19.51

**VERIZON WIRELESS**

**Amount of Invoice Paid: \$246.05**  
**CELL PHONES/DATA**

*Distribution:*

206-336-850.000

Communications/Telephone

246.05

**VERIZON WIRELESS**

**Amount of Invoice Paid: \$120.93**  
**CELL PHONES**

*Distribution:*

206-336-850.000

Communications/Telephone

120.93

**Total Amount Disbursed: \$87,731.90**

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# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION****INVOICE INFORMATION****ACENTEK**

**Amount of Invoice Paid: \$98.49**  
**VIDEO SERVICE - SEPT 2023**

*Distribution:*

508-804-850.000

Com/Telephone

98.49

**ACENTEK**

**Amount of Invoice Paid: \$40.99**  
**OFFICE PHONE - SEPT 2023**

*Distribution:*

508-804-850.000

Com/Telephone

40.99

**ACENTEK**

**Amount of Invoice Paid: \$98.49**  
**INTERNET VIDEO SERVICES**

*Distribution:*

508-804-850.000

Com/Telephone

98.49

**ACENTEK**

**Amount of Invoice Paid: \$41.64**  
**CELL PHONE/DATA**

*Distribution:*

508-804-850.000

Com/Telephone

41.64

**AFFINITY**

**Amount of Invoice Paid: \$13.95**  
**IT SUPPORT/SERVICE - AUG 2023**

*Distribution:*

508-804-818.000

Contractual Services

13.95

**BLUE CARE NETWORK**

**Amount of Invoice Paid: \$1,130.91**  
**HEALTH INSURANCE - OCT 2023**

*Distribution:*

508-804-712.000

Medical/Life Insurance

565.45

509-804-712.000

Medical/Life Insurance

565.46

**CONSUMERS ENERGY**

**Amount of Invoice Paid: \$233.71**  
**ELECTRICITY**

*Distribution:*

508-804-921.000

Electricity

233.71

**DEWEESE HARDWARE**

**Amount of Invoice Paid: \$52.91**  
**FILTER, GRD PADS, FLY TRAP**

*Distribution:*

508-804-726.000

Supplies

52.91

# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION****INVOICE INFORMATION****ELAN FINANCIAL SERVICES**

**Amount of Invoice Paid: \$669.49**  
**MTHLY SVCS; CONF TRAVEL; SUPPLIES**

*Distribution:*

508-804-818.SEC	Security	28.98
509-804-905.000	POSTAGE/SHIPPING	36.90
508-804-960.000	Education & Training	441.83
508-804-881.000	Community Activities	139.38
508-804-726.000	Supplies	22.40

**ENDEAVOR AG & ENERGY**

**Amount of Invoice Paid: \$315.09**  
**PROPANE FUEL**

*Distribution:*

508-804-745.000	Heating Fuel	315.09
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**EPS SECURITY**

**Amount of Invoice Paid: \$110.00**  
**CONNECT IPAD TO APP FOR PMT PROCESSI**

*Distribution:*

508-804-818.SEC	Security	110.00
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**HOME BUILDERS ASSOC. OF GT AREA**

**Amount of Invoice Paid: \$50.00**  
**ADVTSG - CONTRACTOR BIDS FOR STAIR**

*Distribution:*

508-804-900.PNP	Printing & Advertising	50.00
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**KAESER BLAIR INC**

**Amount of Invoice Paid: \$760.65**  
**KEY RINGS**

*Distribution:*

509-804-727.000	Merchandise For Lighthouse Gift Shop	760.65
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**KAESER BLAIR INC**

**Amount of Invoice Paid: \$1,367.56**  
**MAGNETS**

*Distribution:*

509-804-727.000	Merchandise For Lighthouse Gift Shop	1,367.56
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**PENINSULA TOWNSHIP**

**Amount of Invoice Paid: \$1.30**  
**PETTY CASH REIMBRSMNT SEPT 23**

*Distribution:*

509-804-905.000	POSTAGE/SHIPPING	1.30
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**PRINCIPAL LIFE INSURANCE CO.**

**Amount of Invoice Paid: \$39.57**  
**DENTAL INSURANCE - OCT 2023**

*Distribution:*

# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION****INVOICE INFORMATION**

508-804-712.000	Medical/Life Insurance	19.79
509-804-712.000	Medical/Life Insurance	19.78

**ROBERT WILKINSON**

**Amount of Invoice Paid: \$480.00**  
**PARKS & TWP LAWN CARE & MAINTENANC**

*Distribution:*

508-804-818.000	Contractual Services	480.00
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**TIM WEBERDING WOODWORKING**

**Amount of Invoice Paid: \$407.25**  
**LH KEYCHAINS**

*Distribution:*

509-804-727.000	Merchandise For Lighthouse Gift Shop	407.25
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**TOBIN & CO., P.C.**

**Amount of Invoice Paid: \$214.72**  
**2022-2023 AUDIT - PART 3**

*Distribution:*

508-804-807.000	Audit Fees	107.36
509-804-807.000	Audit Fees	107.36

**TOP LINE ELECTRIC LLC**

**Amount of Invoice Paid: \$327.18**  
**NEW LIGHT FIXTURE IN SHOP**

*Distribution:*

508-804-930.000	Repairs and Maintenance	327.18
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**VERIZON WIRELESS**

**Amount of Invoice Paid: \$550.75**  
**CELL PHONES/DATA, IPAD**

*Distribution:*

508-804-850.000	Com/Telephone	50.76
508-804-970.000	Capital Outlay/MiscExpenditures	499.99

**Total Amount Disbursed: \$7,004.65**

# PENINSULA TOWNSHIP INVOICE REGISTER

**For Invoices Scheduled for Payment on: 10/10/2023 12**

## VENDOR INFORMATION

TOBIN & CO., P.C.

## INVOICE INFORMATION

**Amount of Invoice Paid: \$268.40**  
**2022-2023 AUDIT PART 3**

*Distribution:*

397-210-807.000	Audit Fees	268.40
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**Total Amount Disbursed: \$268.40**

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION**

**INVOICE INFORMATION**

**ACENTEK**

**Amount of Invoice Paid: \$30.28**  
**OFFICE PHONE**

*Distribution:*

207-301-850.000	Communications/Telephone	30.28
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**ACENTEK**

**Amount of Invoice Paid: \$30.34**  
**OFFICE PHONE**

*Distribution:*

207-301-850.000	Communications/Telephone	30.34
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**TOBIN & CO., P.C.**

**Amount of Invoice Paid: \$214.72**  
**2022-2023 AUDIT - PART 3**

*Distribution:*

207-301-807.000	Audit Fees	214.72
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**VERIZON WIRELESS**

**Amount of Invoice Paid: \$25.82**  
**CELL PHONES/DATA**

*Distribution:*

207-301-850.000	Communications/Telephone	25.82
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**Total Amount Disbursed: \$301.16**



**Total Amount Disbursed: \$322.08**

**PENINSULA TOWNSHIP  
INVOICE REGISTER****For Invoices Scheduled for Payment on: 10/10/2023 12****VENDOR INFORMATION****GOURDIE-FRASER, INC****INVOICE INFORMATION****Amount of Invoice Paid: \$1,905.00  
J JACKSON DEVEPMNT - ENG SVCS; INSPCT***Distribution:*

701-000-224.JOJ

JOEY JACKSON DEVELOPMENT

1,905.00

**GOURDIE-FRASER, INC****Amount of Invoice Paid: \$400.00  
STORM WATER REVIEW - JOJACK RUN***Distribution:*

701-000-224.JOJ

JOEY JACKSON DEVELOPMENT

400.00

**GOURDIE-FRASER, INC****Amount of Invoice Paid: \$3,200.00  
STORM WATER REVIEW***Distribution:*

701-000-255.BAR

BARNHART T&amp;A

3,200.00

**Total Amount Disbursed: \$5,505.00**

TWR

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 10/10/2023 12**

**VENDOR INFORMATION**

**TOBIN & CO., P.C.**

**INVOICE INFORMATION**

**Amount of Invoice Paid: \$214.72  
2022-2023 AUDIT - PART 3**

*Distribution:*

502-572-807.000

Audit Fees

214.72

**Total Amount Disbursed: \$214.72**

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 10/10/2023 12**

VENDOR INFORMATION		INVOICE INFORMATION	
TOBIN & CO., P.C.		Amount of Invoice Paid:	\$322.08
		2022-2023 AUDIT - PART 3	
<i>Distribution:</i>			
591-536-807.000	Audit Fees		322.08
Total Amount Disbursed:			\$322.08

# Reports



Peninsula Township Fire Department  
14247 Center Rd.  
Traverse City, Michigan 49686  
PH: 231-223-4443  
[fire@peninsulatownship.com](mailto:fire@peninsulatownship.com)



## SEPTEMBER 2023 FIRE DEPARTMENT REPORT

RUNS:

### Incident Type Details

<a href="#">Click Row for Breakdown</a>	2023	Total
<a href="#">100 - Fire</a>	1	1
<a href="#">300 - EMS</a>	38	38
<a href="#">400 - HAZMAT</a>	6	6
<a href="#">500 - Service Call</a>	3	3
<a href="#">600 - Series</a>	3	3
<a href="#">700 - False Alarm</a>	7	7
<b>Total</b>	<b>58</b>	<b>58</b>

### Mutual Aid Summary

Aid Given Or Received	2023	Total
Mutual aid received	1	1
None	56	56
Other aid given	1	1
<b>Total</b>	<b>58</b>	<b>58</b>

### Mutual Aid for Structure Fires

Aid Given Or Received	Total
<b>Total</b>	<b>0</b>

Level of Service	2023	Total
Basic Life Support	10	10
Advanced Life Support	26	26
<b>Total</b>	<b>36</b>	<b>36</b>

<a href="#">Disposition</a>	Public Assistance/Other Not Listed	911 Response	Medical Transport	Total
Assist, Public	1			1
Patient Refused Evaluation/Care (Without Transport)		6		6
Transported No Lights/Siren		17	1	18
Patient Treated, Released (AMA)		3		3
Transported Lights/Siren		3		3



Peninsula Township Fire Department  
14247 Center Rd.  
Traverse City, Michigan 49686  
PH: 231-223-4443  
[fire@peninsulatownship.com](mailto:fire@peninsulatownship.com)



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<u>Disposition</u>	Public Assistance/Other Not Listed	911 Response	Medical Transport	Total
Patient Evaluated, No Treatment/Transport Required		4		4
Cancelled (Prior to Arrival at Scene)		1		1
<b>Total</b>	<b>1</b>	<b>34</b>	<b>1</b>	<b>36</b>

TRAINING: For the month September 2023, the department completed training on NFPA respiratory protection, Leadership, EMS pediatric medicine administration and vehicle extrication. Lt. Sarber completed a water rescue course in Maine. Members did EMS on-line continuing education classes. Members renewed multiple EMS certifications. New members worked on apparatus driving and equipment and drivers' safety courses. Two members continued paramedic schooling. Two members continued EMT training.

OTHER ACTIVITY: Department continued fire safety business inspections with nearly 95 percent completed. Installed and changed batteries on multiple resident's smoke detectors. Chief attended monthly county Chief's meeting. Member attended monthly medical control authority meeting. Crews completed monthly station checks and vehicle checks. Department completed annual hose testing of all fire hose. Department participated in Bowers Harbor Park celebration. Chief started work on 2024/25 budget. Held monthly officers meeting. New station 1 committee met with architect about concepts and needs of potential new station 1.

# PENINSULA TOWNSHIP

13235 Center Road Traverse City, MI 49686

Ph:231-223-7322 Fax:231-223-7117

www.peninsulatownship.com

## CASH SUMMARY BY FUND FOR PENINSULA TOWNSHIP

Fund	Description	Ending Balance 09/30/2023
101	GENERAL FUND	1,017,160.50
204	Roads Fund	6,497.32
206	Fire Fund	1,543,833.98
207	Police Fund	358,851.97
208	Parks Fund	90,546.74
209	Cemetery Fund	74,885.00
213	Hessler Log Home Fund	5,917.73
214	Pelizzari Natural Area Fund	375,517.07
216	Dougherty House/Replica Log Church Fund	1,733.16
252	Building Fund	2,804.08
298	Cable Council Fund	744,948.86
299	Spec Assesmt-2017-Landing Account	7,295.15
397	Purchase of Development Rights	3,198,974.27
502	Tower Fund	852,965.85
508	Lighthouse Fund	144,500.03
509	Lighthouse Gift Shop Fund	108,451.68
590	Sewer Fund	367,511.34
591	Water Fund	319,071.21
596	Compactor Station Fund	220.95
701	Trust and Agency Fund	41,334.37
703	Tax Collection	12,492,857.01
704	Imprest Payroll Fund	31,327.73
708	Library Trust and Agency Fund	332,677.14
853	Spec Assessmt-Braemar Drainage District	32,615.04
854	Spec Assessmt-Logan-MapleTerrace Drain	111,324.14
861	Spec Assessmt-Braemar Road Improvement	29,764.92
863	Spec Assessmt-Logan Hills Road Improvemt	35,165.15
864	Spec Assesmt-MapleTerrace Road Improvemt	65,377.21
865	Spec Asses-Old Mission Estate Rd Improve	70,042.86
866	Spec Assessmt-West Winds Road Improvemt	70,050.80
867	Spec Assessmt-Maple Terrace Water System	114,815.53
	TOTAL - ALL FUNDS	22,649,038.79





**Peninsula**  
COMMUNITY LIBRARY

**SEPTEMBER 2023 DIRECTOR'S REPORT - VICTORIA SHURLY**

Our parking lot will be sealed and re-stripped September 16-18, weather permitting. The library will need to close September 17 and 18.

The climbing rocks are in place to the north of our Children's Garden. The area will be used for outdoor story hours, creative play and just plain fun. The rocks and ½ the cost of installation were sponsored by the Friends of Peninsula Community Library. A volunteer sixth grader is designing the head of a snake from a large rock. The body of the snake will be created by any child who wants to add to it and will wind around the climbing boulders. Name of the play area? Stonehenge OM!

The Children's Garden now has two storybook playhouses, a castle climber and giant building bricks. The items were assembled by a great team of volunteers. We left the bricks when we moved with school, but when they didn't want them, we took them back and they are now immensely popular outside. We originally purchased them for \$1 a block from the Heritage Museum when it closed. We also acquired – inadvertently – a mud table & outdoor art easel, which were erroneously delivered when we ordered a sorting table. They were meant for a library in Bedford, Massachusetts. The company decided we could keep them as a gift since the cost of getting a freight truck here and then to Bedford is prohibitive.

Wing Watchers, our group of amateur birders, has three more meetings planned for fall. 9/11 Tom Ford, a self-described plant geek from Four Seasons Nursery talks about planting gardens to attract wildlife. 10/9, we have purchased one-time showing rights for the amazing film, Winged Migration. 11/6 will feature birdhouse building for holiday giving. The group will not meet in the winter but will start up again come spring. All programs start at 6:30 and everyone is welcome.

Our concert series continues into the fall with the last being October 12. People love bringing a picnic to enjoy while they listen. The concert minus the picnic can be held inside in bad weather.

We have been partnering with Versiti of Michigan for quarterly blood drives. The August drive collected 24 pints of whole blood that stays in Michigan. The next drive is scheduled for November 22.

Our collaboration with U of M's Michigan Medicine ends October 2 with a lecture on diabetes research and progress for a cure. Check our website for details! Online registration is required.

***PCL Fun Fact: There is a stained-glass piece done and donated by a patron that is of the same barn that lies beyond the window the piece is displayed in.***

***Circulation August 2023: 3076 + 81 manual checkouts, August 2022: 3332***

***August Volunteers: 34 people (1 teen), 62 hours of time to PCL.***

***Curbside pickups: 3. Home delivery: 2. New library cards: 13***

***Hold Transit Counts July: 805 to other libraries from PCL, 460 from other libraries to PCL***

***Programs August: 26 Programs Participation August: 833 Reference Questions: 491***

***Website Hits: Not available this month Twilight Baby Bags: 1, 1000 Books Before Kindergarten: 2***

***Small Meeting Room Reservations: 15***

**PENINSULA COMMUNITY LIBRARY 2893 ISLAND VIEW ROAD, TRAVERSE CITY, MI 49686231-223-7700  
[www.peninsulacommunitylibrary.org](http://www.peninsulacommunitylibrary.org)**

### **Director's Progress Summary of Objectives set in 2022/2023 Fiscal Year**

It has been a busy year of growth for our community library. My number one goal was to assure that PCL was visible in a positive context and that the people who call Old Mission Peninsula home, continue to see us as the heart of the community. If numbers say anything, that is indeed the case. Summer Reading Club alone had over 1200 participants, either as program attendees, readers, adult BINGO card returnees or all. Compare this with the year before we moved from the school where we had a total of under 100! Feedback has been overwhelmingly positive!

I have continued to cross train staff on various tasks. I am comfortable that this "well-oiled" team can step up in any situation in my absence. They can and have run the library seamlessly when I am away on vacation. I no longer worry as I did during the 2020 COVID shutdown that operations will freeze if I cannot be here for some reason. The PCL staff is a gift and truly runs as a team effort.

Along with the staff, I have worked on developing community partnerships. We have active relationships with Versiti for quarterly blood drives, the Old Mission Historical Society on programming, Michigan Medicine on health lectureship sessions, Old Mission Peninsula School on a third-grade local history program as well as Walk to School Day sponsorship, TBA Credit Union for Smart Money Week Michigan, United Way on a Martin Luther King Day Story Time and a few more.

Finally, we have continued to grow the library as a multi-use center for residents and visitors alike. The number of patrons using the library for business has boomed. Parents and grandparents use the play areas outdoors and indoors on a daily basis. Our twice a month Story Stew programs for preschoolers now attract a crowd. Diverse programming is attended by large numbers of patrons.

All in all, it has been a good year. While I am honored that so many people associate me with the good things happening at PCL, my staff has also become a large focus in that recognition. Without them, there would be no warm and happy community library. I am grateful to each of them!

### **Goals for 2023/2024**

I have several goals for this year that build on accomplishments from the last. I intend to continue to seek new and innovative ways to meet the diverse needs of patrons who use the library. I will do this through programming that utilizes the strengths and talents of our gifted staff as well as through outside partnerships. I will continue to cross train the staff. In regard to growth in our community, we need to have policy and rules in place to handle "big" town issues when they arise. These need to be clear to patrons and easy for the staff to enforce. We are no longer the community where everybody knows your name – although we try hard at PCL! I will be reviewing policy with that Board committee over the year to assure that staff has solid guidelines to follow when there is a concern. While it is my intent to remain for the next 3-4 years if the Board will have me, I have started to work with a specific staff member on a future transition from my directorship to someone else's hands. It is ultimately the Board's decision on who to hire as Director, but this staff member at the very least, can serve as a transition. Traditionally at PCL, the Director has always worked with the Board on this to assure a smooth transition. More on this staff member as the year progresses! I think you will be pleased!

**RESPECTFULLY SUBMITTED, VICKI SHURLY, PCL DIRECTOR 09/11/2023**



**Peninsula**  
COMMUNITY LIBRARY

**Peninsula Community Library Trustee Agenda September 14, 2023 at 4:30 p.m.**

**Call to Order/Attendance:**

**Public Comment:** Comments may be time limited, as announced at start of meeting

**Approval of agenda** – Any additional items?

**Approval of Minutes**

**Consent Agenda:** Acceptance of committee reports that have been submitted in advance. Any member of the board or public may request that an item be moved from the consent agenda to the regular agenda for discussion.

**Financial Report:**

**Director's Report:**

**Committee Reports:**

**Traverse Area District Library Report:**

**Northland Coop Report:**

**Friends Report:** For items not on the consent agenda

**Unfinished Business:**

**New Business:** Director Review, snow removal

**Correspondence:**

**Public Comment:** Please limit your comments to 5 minutes

**Trustee Comment:**

**Adjournment:**

**Peninsula Community Library 2869 Island View Road, Traverse City, MI 49686, (231) 223-7700**  
**Next meeting October 12, 2023 @ 4:30**

## **PENINSULA COMMUNITY LIBRARY BOARD MEETING MINUTES THURSDAY, AUGUST 10, 2023 4:30 PM NEAHTAWANTA ROOM**

**Call to Order/Attendance:** Present Lori Brickman, John Bercini, Nancy Davy, Brit Eaton, Nikki Sobkowski, and Todd Wilson. All members in attendance.

**Public Comment:** None

**Approval of Agenda:** Director Vicki Shurly asked to add Board of Michigan Municipal League ballot to New Business. Nikki Sobkowski agreed to handle that item.

**Approval of Minutes:** Brit Eaton made a motion to accept the minutes for the July 13 meeting as written. The motion was seconded by John Bercini. All voted "aye" to accept. Motion passed.

**Consent Agenda:** No committee reports.

**Financial Report:** Director Vicki Shurly provided the current financial documents. Finances are in good shape. Arrangements have been made with CPA firm Baird, Cotter, and Bishop to begin the audit in October.

**Director's Report:** Summer Reading Club was a huge success with well over 200 participants. The newly installed playhouse and castle have been very popular with kids and adults alike. The concert series will continue into October. Piano player Johnny Keys will perform on August 18 at 7:00. Registration is required for the U of M Medical Lecture series. The installation of the improved audio visual equipment is completed with wonderful results. Most of the work has been done for the lighting up-grade with only minor items needed to complete that task.

**Committee Reports:** None

**Traverse Area District Library Report:** Director Michelle Howard was unable to attend

**Northland Co-op Report:** Director Vicki Shurly plans on attending the quarterly meeting at Beaver Island.

**Friends Report:** President Marcia Decker reported that the annual Book Sale is doing very well. The Art Fair will be September 23, and the Cheese, Chocolate and Chardonnay will be on October 15. The Friends will be purchasing some additional

adirondack chairs and umbrellas for the tables in the Children's Garden and to have the "stepping stones" installed by Old Mission Associates.

**Unfinished Business:** Director Vicki Shurly received three bids from the four companies she contacted for sealing the parking lot. The Board members reviewed the bids. Brit Eaton made a motion that the Board give Vicki the authority to contract with Molon to provide the sealing service for \$3800 not to exceed \$4,000. Seconded by Todd Wilson. Discussion. Vote - Bercinit - yes, Brickman - yes, Davy - yes, Eaton - yes, Sobkowski - yes, and Wilson - yes. All in favor. Motion passed.

**New Business:** President and Personnel Committee Chair Nikki Sobkowski asked that the Director's Review be moved to next month.

**Correspondence:** As usual, Vicki has received a number of positive notes especially as regards the Summer Reading Program and the children/adult crafts

**Public Comment:** None

**Trustee Comment:** Board President Nikki Sobkowski shared her thoughts about the positive way the Board works together, her appreciation of the Director's skilled leadership, and the Friends' hard work to engage the community and to raise funds for various projects..

**Adjournment:** John Bercini made a motion to adjourn the meeting. Seconded by Todd Wilson. All in favor. Motion passed. Adjourned at 5:08

NWDavy  
8/15//2023

12:42 PM

09/11/23

Accrual Basis

**PENINSULA COMMUNITY LIBRARY GENERAL FUND #101****Balance Sheet**

As of August 31, 2023

	<u>Aug 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
000-004 · PETTY CASH	5.00
000-005 · CHASE BANK	24,452.12
000-006 · CHASE BANK PETTY CASH	2,618.05
000-008 · TOWNSHIP REGULAR ACCOUNT	359,088.91
Total Checking/Savings	<u>386,164.08</u>
Total Current Assets	<u>386,164.08</u>
<b>TOTAL ASSETS</b>	<u><b>386,164.08</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
000-258 · PAYROLL LIABILITIES	807.79
Total Other Current Liabilities	<u>807.79</u>
Total Current Liabilities	<u>807.79</u>
Total Liabilities	807.79
Equity	
000-385 · FUND BALANCE - BOARD DESIGNATED	69,000.00
000-387 · RETAINED EARNINGS	112,125.06
000-390 · FUND BALANCE-UNRESTRICTED	252,677.05
Net Income	<u>-48,445.82</u>
Total Equity	<u>385,356.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>386,164.08</b></u>

12:43 PM

09/11/23

Accrual Basis

## PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

## Profit &amp; Loss Budget vs. Actual

July through August 2023

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
000-540 · STATE AID	3,098.28	6,100.00	-3,001.72	50.8%
000-569 · OTHER STATE GRANTS	0.00	5,000.00	-5,000.00	0.0%
000-581 · CONTRACTUAL TAXED BASED FUNDING	0.00	236,000.00	-236,000.00	0.0%
000-602 · BOOK SALES	15.60	1,500.00	-1,484.40	1.0%
000-603 · COPIER INCOME	14.95	250.00	-235.05	6.0%
000-604 · FAX INCOME	0.00	10.00	-10.00	0.0%
000-605 · NOTICE PROC. & SERV. FEES	18.99	175.00	-156.01	10.9%
000-607 · FACILITY USE FEES	100.00	1,200.00	-1,100.00	8.3%
000-658 · PENAL FINE FUNDING	0.00	8,000.00	-8,000.00	0.0%
000-665 · INTEREST-REGULAR	1,349.81	6,000.00	-4,650.19	22.5%
000-674 · RESTRICTED DONATION				
674.11 · EQUIPMENT & SUPPLIES	0.00	0.00	0.00	0.0%
674.12 · BOOKS AND PERIODICALS	0.00	0.00	0.00	0.0%
674.4 · EDUCATION	0.00	0.00	0.00	0.0%
<b>Total 000-674 · RESTRICTED DONATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
000-675 · ENDOWMENT FUND/GRANTS	0.00	5,000.00	-5,000.00	0.0%
000-678 · DONATIONS				
678.1 · ANNUAL APPEAL	0.00	32,000.00	-32,000.00	0.0%
678.2 · BOOKS AT THE BOATHOUSE	0.00	18,000.00	-18,000.00	0.0%
000-678 · DONATIONS - Other	2,986.63	15,000.00	-12,013.37	19.9%
<b>Total 000-678 · DONATIONS</b>	<b>2,986.63</b>	<b>65,000.00</b>	<b>-62,013.37</b>	<b>4.6%</b>
000-679 · MISCELLANEOUS REVENUES	680.57	1,000.00	-319.43	68.1%
<b>Total Income</b>	<b>8,264.83</b>	<b>335,235.00</b>	<b>-326,970.17</b>	<b>2.5%</b>
<b>Gross Profit</b>	<b>8,264.83</b>	<b>335,235.00</b>	<b>-326,970.17</b>	<b>2.5%</b>
<b>Expense</b>				
790-703 · SALARY AND WAGES	24,594.59	174,419.93	-149,825.34	14.1%
790-710 · LIFE INSURANCE	0.00	0.00	0.00	0.0%
790-711 · HEALTH INSURANCE	1,800.02	11,000.00	-9,199.98	16.4%
790-713 · SOCIAL SECURITY & MEDICARE	1,881.49	13,343.13	-11,461.64	14.1%
790-714 · PENSION	0.00	8,700.00	-8,700.00	0.0%
790-715 · INSURANCE	7,678.00	8,500.00	-822.00	90.3%
790-727 · SUPPLIES	909.11	9,000.00	-8,090.89	10.1%
790-734 · RESTRICTED GARDEN EXPENSES	0.00	0.00	0.00	0.0%
790-801 · ACCOUNTING SERVICES	-223.99	2,000.00	-2,223.99	-11.2%
790-802 · LEGAL SERVICES	0.00	500.00	-500.00	0.0%
790-803 · AUDIT FEES	0.00	5,000.00	-5,000.00	0.0%
790-850 · COMMUNICATIONS/TELEPHONE	554.03	3,400.00	-2,845.97	16.3%
790-860 · MILEAGE	0.00	300.00	-300.00	0.0%
790-880 · COMMUNITY PROMOTIONS	0.00	4,500.00	-4,500.00	0.0%
790-881 · FUNDRAISER EXP	0.00	2,500.00	-2,500.00	0.0%
790-920 · UTILITIES	2,178.95	8,000.00	-5,821.05	27.2%

12:43 PM

09/11/23

Accrual Basis

## PENINSULA COMMUNITY LIBRARY GENERAL FUND #101

## Profit &amp; Loss Budget vs. Actual

July through August 2023

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
790-930 · REPAIRS & MAINTENANCE GROUNDS	1,404.85	14,000.00	-12,595.15	10.0%
790-931 · REPAIRS & MAINTENANCE BUILDING	1,809.06	12,000.00	-10,190.94	15.1%
790-932 · REPAIRS & MAINTENANCE EQUIPMENT	0.00	1,500.00	-1,500.00	0.0%
790-933 · CONTRACTUAL MAINTENANCE	399.97	1,600.00	-1,200.03	25.0%
790-941 · LEASED EQUIPMENT	0.00	800.00	-800.00	0.0%
790-955 · MISCELLANEOUS	174.97	250.00	-75.03	70.0%
790-956 · EDUCATION & TRAINING	0.00	500.00	-500.00	0.0%
790-958 · CONTINGENCY	0.00	500.00	-500.00	0.0%
790-962 · COLLECTION AGENCY FEES	9.85	100.00	-90.15	9.9%
790-965 · ACTIVITIES				
965.1 · RESTRICTED EXPENSE ACTIVITIES	0.00	0.00	0.00	0.0%
790-965 · ACTIVITIES - Other	5,095.68	15,000.00	-9,904.32	34.0%
<b>Total 790-965 · ACTIVITIES</b>	<b>5,095.68</b>	<b>15,000.00</b>	<b>-9,904.32</b>	<b>34.0%</b>
790-969 · MEMBERSHIPS AND DUES	1,879.28	4,500.00	-2,620.72	41.8%
790-971 · BOOKS & PERIODICALS	3,555.15	28,000.00	-24,444.85	12.7%
790-972 · AUDIO/VISUAL MATERIALS	197.14	4,000.00	-3,802.86	4.9%
790-974 · RESTRICTED BOOKS/PERIODICALS	0.00	0.00	0.00	0.0%
790-975 · EQUIPMENT/FURNITURE NON CAPITAL	2,812.50	1,000.00	1,812.50	281.3%
<b>Total Expense</b>	<b>56,710.65</b>	<b>334,913.06</b>	<b>-278,202.41</b>	<b>16.9%</b>
<b>Net Income</b>	<b>-48,445.82</b>	<b>321.94</b>	<b>-48,767.76</b>	<b>-15,048.1%</b>



# Peninsula Community Library (Capital Fund #401)

9/11/2023 12:32 PM

Register: 000-006 · Independent Bank

From 07/01/2023 through 08/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/31/2023			000-665 · Interest	Interest		X	19.99	57,172.50
07/31/2023			790-955 · Miscellaneous	Service Charge	0.15	X		57,172.35
08/03/2023		Ethan Fitzpatrick	701-975 · Technology		2,202.51			54,969.84
08/22/2023		Ethan Fitzpatrick	701-975 · Technology		2,137.51			52,832.33



P.O. Box 5145  
Traverse City Michigan 49696  
(231)-620-4018

## PROPOSAL

<b>Proposal Submitted to:</b>	Peninsula Community Library
<b>Street:</b>	2893 Island View Rd.
<b>City, State, Zip Code:</b>	Traverse City, MI 49686
<b>Date of Bid:</b>	8/24/2023

### Snow Removal Proposal 2023

**Snow Plowing:** Clearing all areas of commercial parking lot with snowfall accumulations 2" or greater in the appropriate time standard in which has been set (8:30am) Driveway marker stakes to be installed prior to the first snowfall courtesy of Down To Earth. \$85.00 per clearing

**Sidewalk Shoveling:** All sidewalk & Entry way door areas to be cleared of snow \$50.00 per clearing

**Sidewalk Salting:** Salting of the main sidewalk areas when applicable \$24.00 per application

**Parking Lot Salting:** Salting of parking lot when applicable \$60.00 per/#150lbs application

\*5% Fuel surcharge added to all invoices based on the national fuel average (Diesel Fuel) cost \$3.50 per gallon or higher for services rendered for each statements monthly period.\*

We at Down To Earth take pride in offering the best possible service. Contract is valid through the 2023 - 2024 snow season. All work performed will be done as safe as possible in the appropriate time standard in which has been set. Invoices will be sent on the first day of each month. Payments are to be made within 14 days of receiving invoice. Payments not made within the 14-day time period will result in a 10% "late fee" and possible termination of contract.

**Date of Acceptance:** \_\_\_\_\_

**Print Name (First/Last):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Email:** \_\_\_\_\_



## Service Proposal

**OLD MISSION LIBRARY**  
**2893 ISLAND VIEW ROAD**  
**TRAVERSE CITY, MICHIGAN**  
**49686**

**Sales:** Jordan Young

**Old Mission Library-23/24 Winter Services**  
2893 Island View Road Traverse City, Michigan 49686

**Est ID:** EST2200894

**Date:** Aug-21-2023

**Email:** vshurly@tadl.org

**Phone:** 231.223.7700

Extra Services	Billing Type	Visit Price
Lot Plowing	Per Visit	\$90.00 \$5+
Lot Plowing [6"+]	Per Visit	\$135.00
Walks Shoveled [2-5"]	Per Visit	\$80.00 + 30 +
Walks Shoveled [6"+]	Per Visit	\$120.00
Salting Lot	Per Visit	\$60.00
Walks De-iced	Per Visit	\$65.00

1. Scope of Services. OMA shall perform these services for Owner, automatically and without need for any request (the "Services"): Plow driveways and garages, (sidewalks and walkways along with salting will be an additional fee), in the event two (2) inches of snow or ice accumulate. Snow removal shall be pursuant to the Snow Removal Guidelines attached as Exhibit A.

2. Term. The term of this Agreement starts on the date this Agreement signed by both parties. Owner shall have the right, in its sole discretion, to terminate this Agreement on thirty (30) days' prior written notice to OMA, and OMA shall be paid for its Services to the effective date of termination. If Agreement is terminated, OMA will reimburse Owner the prorated amount of the annual fee remaining for the season. The proration will be based on months. If the Property is sold or conveyed to a new owner, the Owner may either assign this Agreement to the new owner or terminate the Agreement with OMA.

3. Performance. OMA shall perform Services diligently and in a good, professional, and workmanlike manner, using good quality materials, equipment and workmanship by sufficiently trained personnel (including supervisors, when appropriate) to complete the Services in a safe and timely manner. OMA shall obtain and maintain, at its expense and at all times during the term of this Agreement, all necessary licenses, permits, training or other authorizations which may be necessary to perform the Services.

4. Independent OMA. OMA shall be an independent contractor, and all persons working under the direction of OMA shall be employees of OMA and not of Owner. OMA, and not Owner, shall be liable for the payment of their wages, benefits and all taxes of employees of OMA, and OMA shall comply with all applicable federal, state and local laws, regulations, codes, rules and ordinances with respect to (a) the hiring, employment, compensation, health and safety of employees and (b) the environment.

5. Subcontracting or Assignment by OMA Permitted. OMA shall be permitted to engage subcontractors to perform Services without Owner's prior written consent. This is a personal service contract with OMA, and as such, may be assigned by Owner upon the sale or conveyance of the Property.

6. Insurance. Throughout the term of this Agreement, OMA shall maintain business liability insurance.

7. Notices. Any notice by OMA to Owner shall be sent or delivered in writing to Owner by: a) email at the Owner's email address if an email address is available or b) USPS mail service at Owner's mailing address listed above. Any notice by Owner to OMA shall be sent or delivered in writing to OMA by: a) email at OMA's email address listed above or b) USPS mail service at OMA's mailing address listed above.

8. Miscellaneous. No failure of Owner to enforce the terms of this Agreement shall constitute a waiver by Owner of any contractual right under this Agreement. This Agreement may only be modified by a writing signed by Owner and OMA. The rights and duties arising under this Agreement shall be governed by the law of the state of Michigan. If any action is brought to enforce this Agreement, the prevailing party may recover from the other party its reasonable attorneys' fees and

costs in connection with such action.

## EXHIBIT A

### SNOW REMOVAL GUIDELINES

1. Dirt and gravel driveways will be cleared at the discretion of OMA based on ground freeze conditions.
2. The maximum number of clearings covered in this agreement is twenty (20) for the snow removal season which is defined as November 15 to April 15. Should the maximum number of twenty (20) clearings be met, additional clearings will be billed on a per-push basis.
3. Maximum of two (2) clearings per twenty-four (24) hours.
4. OMA will comply with all federal, state, and local governmental laws, regulations, codes and ordinances.
5. OMA will begin plowing once the snow or ice reaches a depth of two (2) inches.
6. OMA agrees to contact the Owner if for some reason the entire Property cannot be completely plowed within four (4) hours after snow or ice has stopped falling.
7. Snow removal will not take place on the following major holidays: Thanksgiving Day, Christmas, New Year's Day, and Easter. Snow removal requests for major holidays will be billed via separate invoice, minimum of \$150.00.
8. Snow relocation will be billed at a rate of \$150 per hour, as needed by OMA, to allow room for snow piles and efficient work.
9. OMA will mark driveways and obstructions at the beginning of the snow removal season.
10. Any damage to lawns will be repaired in early Spring. OMA will not be liable for damage to unmarked hazards including, but not limited to, landscape features, vehicles, and other loose items within the marked plow zone.

Estimate authorized by:



Jordan Young

Estimate approved by: \_\_\_\_\_

Signature Date:

08/21/2023

Signature Date: \_\_\_\_\_

Email:

jyoung@oldmissionlandscapes.com

## **Message from Your Library Director.**

**I was not able to attend the township meeting Wednesday on the Charter Township discussion. However, it has come to my attention that there may have been a misperception when the library budget was mentioned in the course of a discussion over township taxes. I am grateful to PCL Board member Nancy Davy who brought this to my attention. So here we go, a lesson in Library Funding 101 - but first, a little history!**

**PCL opened on the stage of the then new Old Mission Peninsula School in 1957. In 1958, by the vote of the people of Peninsula Township, PCL became a certified public township library under the laws of the State of Michigan and was established under State Act 164 of 1877 on Village and Township Libraries.**

**Things rolled along nicely for a number of years in a township that was still mostly rural. In 1984, what was then the Traverse City Library decided to ask the voters of Grand Traverse County if they could become a district library under state laws. The voters said yes and the Traverse Area District Library (aka TADL) was born. The new district, however, encompassed four pre-existing independent libraries - Fife Lake Public Library, Interlochen Public Library, Kingsley District Library and your very own little Peninsula Community Library., which had moved off the stage of the school into a large area of its own. These independent libraries wanted to remain independent and petitioned the State to remain so. The State granted the request with the stipulation that they would operate within the new district, serving each other's patrons equally and contracting with TADL for services and funding. Three of those libraries to this day remain independent with their own local elected boards making local decisions that reflect the best interests of their unique communities. Kingsley would later become a branch of TADL because library law was amended and a district library was no longer allowed within another district library. Just as a note, East Bay is also a branch of TADL. We are often mistaken for a branch, but we are not.**

**What did this mean for PCL and the other independent libraries that became known as Member Libraries? State law sets class of library by the population of the library's service community. Interlochen and Peninsula are Class 2, Fife Lake Class 1. By contrast, TADL is Class 6. State law mandates by class the minimum hours a library must be open to the public as well as minimum funding. Our contract with TADL not only provides more than the minimum funding for PCL, it also assures services and support unheard of in most Class 2 libraries: wireless access 24/7, computers for staff and laptops for patrons, a digital card catalog that is available in mobile format, digital books and movies and magazines, tech support and ... well, more than I can list here! We are an amazing Class 2 library because of our unique and special relationship with the Traverse Area District Library. And we ARE unique! The member library system exists nowhere else in the state. What does TADL receive in return? Service for patrons in far reaches of the county without the responsibility of governing additional branches. It is truly both a successful business relationship and a sincere friendship. That brings us up to today in our beautiful new building constructed almost entirely on community donations, not a single tax dollar!**

Back to your tax statement. The amount there actually goes fully to the Traverse Area District Library. They serve as the taxing entity. Via contract negotiated by PCL and TADL's boards, support comes back to PCL by way of operating funds, services and so much more. That funding gives you access to the vast collections and programming of the District Library as well as the libraries in Fife Lake, Interlochen, East Bay, Kingsley and, of course, Peninsula. Take a road trip sometime! Every institution is unique and special. Your library card is good at all of these!

How are the funds at PCL budgeted? That is, by state law, the role of your elected library trustees who must be residents of Peninsula Township. While the Township holds most of the library's funds in a trust and agency account, it is the library board that determines how they are spent and the library director who implements those expenditures. Your board of six, elected every four years, does a great job! PCL has an amazing collection of 25,000 items and sponsors diverse programming based on a budget this year of \$335,300.00. That covers staffing, collection acquisition, programming, building and grounds maintenance, utilities, supplies, repairs, accounting services, equipment, legal services, staff training and communications, but does not include all the tech and advisory services that TADL so generously offers. The vast majority of PCL's funding comes from that contract with TADL, but we also receive funds from state aid, donations, and miscellaneous support. It all adds up to a great community library that offers you so much!

Phew! That's a lot to digest. If you have any questions, feel free to contact me. My email is [vshurly@tadl.org](mailto:vshurly@tadl.org) or stop by some time. I encourage all of you to use your library. It is truly the treasured heart of our community!

*Vicki Shurly, Peninsula Community Library Director 9/10/2023*

## January through August

June: vacant lot unmowed; advised homeowner assn



# Minutes

# PENINSULA TOWNSHIP

13235 Center Road, Traverse City

MI 49686

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

## Township Board Special Meeting

September 6, 2023, 3:00 p.m.

Township Conference Room

## Minutes

1. **Call to Order** by Wunsch at 3:03 p.m.

2. **Pledge**

3. **Roll Call**

Present: Wunsch, Sanger, Rudolph, Chown, Achorn, Shanafelt

4. **Citizen Comments:** none

5. **Approve Agenda:**

Sanger moved to approve the agenda with a second by Rudolph.

Motion approved by consensus

6. **Conflict of Interest:** none

7. **Consent Agenda:** none

### Business:

1. Potential closed session to discuss a confidential written legal opinion with the township's attorneys pursuant to MCL 15.268(h) regarding litigation strategy and the township's defense in *Winery v. Peninsula Township* (2021)

**Sanger moved to enter closed session to discuss a confidential written legal opinion with the township's attorneys pursuant to MCL 15.268(h) regarding litigation strategy and the township's defense in *Winery v. Peninsula Township* (2021)**

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

Passed unan

**Sanger moved to return to open session with a second by Rudolph.**

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

Passed unan

8. **Citizen Comments:** none

9. **Board Comments:** none

10. **Adjournment:**

Sanger moved to adjourn with a second by Shanafelt.

Motion approved by consensus.

Adjourned at 4:35 p.m.

# PENINSULA TOWNSHIP

13235 Center Road, Traverse City  
MI 49686

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

## **Township Board Special Meeting September 7, 2023, 7:00 p.m. St. Joseph Catholic Church Minutes**

1. **Call to Order** by Chown at 7:00 p.m.

2. **Pledge**

3. **Roll Call**

Present: Achorn, Sanger, Rudolph, Shanafelt, Chown

Absent: Wunsch

4. **Citizen Comments:**

**Chown:** in the interests of efficiency, instead of holding citizen comments at this time, we are inviting everyone to write their questions/comments on index cards. Our township attorney Chris Patterson will collect them, and he and his colleague Bill Fahey will address them. At the end of the meeting, we will still hold regular citizen comments.

**Audience member requests comment because he has to leave for another meeting.**

**Curt Peterson, 1356 Buchan:** thank you to St. Joseph Catholic Church for allowing us to use the facilities here. I appreciate being allowed to deliver this out-of-order comment. The train has already left the station, folks. We are headed to charter township and some of us have got to stop this. What can occur in a charter township under Michigan law is that without a vote of the populace, they can increase the general operating budget from 1 mill to 5 mills. That's based on the Oshtemo Township judgment before the Michigan Court of Appeals, a charter township in Kalamazoo County. Zillow says we have a \$340,000 average home price in Peninsula Township. That will mean about \$700 more per year. We already know from the parks committee meeting last week that people are thinking of this in terms of raising our taxes. I quote from the minutes: "An informal information session on the pros and cons of charter versus general law forms of government will be held on September 7, 2023, 7:00 p.m. at St. Joseph Catholic Church. If we want to raise the budget for parks, we can either vote in a parks millage or potentially become a charter township. There are many reasons to consider this form of government." That's what this is all about: potentially raising our taxes without us voting on it. Thank you very much.

5. **Approve Agenda**

**Rudolph moved to approve the agenda with a second by Sanger. Motion passed by consensus**

6. **Conflict of Interest:** none

7. **Consent Agenda:** none

8. **Business:**

1. Informational meeting with attorneys from Fahey Schultz Burzych Rhodes, on the pros

and cons of general law versus charter forms of township government.

**Bill Fahey:** we'll start off talking about charter township status and what it means. I'll go partway through and then Chris [Patterson] will finish up. This is an option for the township to discuss. This will not happen in the township unless the people of the township vote for it. The purpose of this meeting is to present the issue to get everybody comfortable with how they feel about it one way or the other. About 90% of the townships in the state are general law townships, which is what Peninsula Township is today. About 10% are charter townships. That's a choice every township has to make at some point. What is a charter township? I'll focus on three areas where charter townships are different than general law townships. The first is the area of annexation. Typically, annexation is the transfer of property from a township to a city. If you become a charter township, that will control how property might move from the township to an adjacent city. Second is the issue of taxation. That's a significant difference between charter and general law townships. Charter townships do have an increased ability to levy taxes. Third are organizational issues that are important in terms of efficiency and capabilities that a charter township would have that a general law township generally would not have. The concept of a charter township came into being after World War II in 1947. Before that, in our state, there were very rural areas that were generally townships, and there were urban areas that were cities or villages. What occurred over the first part of the twentieth century were sort of hybrid situations: more suburban with some aspects of rural, some aspects of urban. The legislature in 1947 decided to create another category that would recognize the intermediate level for municipal services that could be provided by an entity that was not a city but also not your typical rural township with only a few hundred or a few thousand people. They decided to create this new category of municipality called a charter township.

A list of things that absolutely will not change if you were to become a charter township: the assessing function would be the same, as would elections, tax collection, board meetings, the Open Meetings Act, Freedom of Information Act, budgeting, and municipal finance aspects. As a matter of law, these are required to be exactly the same in a general law as in charter townships. There are some things that both charter townships and general law townships can do – aren't required to do but are allowed to do. Most of these you are already doing in Peninsula Township and could continue to do if you chose to become a charter township: law enforcement, police, fire, EMS, water and sewer, roads, sidewalks, libraries, parks and recreation, public transportation, land use and zoning, and various kinds of ordinances that are passed by the township in order to regulate the conduct and affairs of individuals within the township. Some other things that will stay the same are hiring additional township officials and employees.

One of the things that being a charter township would do is provide additional finances to hire more employees or more professional employees to manage and direct the affairs of the township. Other things that would pretty much remain the same: historical preservation, economic development, purchasing and leasing a property, youth centers, senior programming, newsletters, advertising, promotion, agricultural extension work. Also, there would be the usual sorts of transactional things that happen in townships: defending public officials in lawsuits, interlocal agreements with other units of

government, contracting with various third parties to do work for the township. All those things are happening now. They would likely continue to happen in the same way if you became a charter township.

Of the three main things that are different that we will focus on tonight, let's first talk about protection against annexation. There are some things about being a charter township that will protect you from annexation, but because of the way the legislation was written, there are also some things that will make you more vulnerable to annexation in certain ways.

Second difference, increased tax authority. Chris is going to talk about that in a few minutes.

There are also various organizational and structural differences between the two. You already have a seven-member township board; that wouldn't change. But you would have the ability to have more professional management of the township. You could have a superintendent, which is something a charter township can have.

Drilling down into annexation: as a township under the General Law Act, you are subject to annexation by an adjacent city principally through a process called the State Boundary Commission. It's a five-member board that consists of three people appointed by the governor and two people appointed locally in your county by your chief probate judge. Those people are responsible for holding public hearings when there are petitions for annexation, and they have the authority to decide whether or not property is going to be annexed from a township to a city. It's an administrative process, done with a public hearing. The decision is made by that body of individuals, not by the residents. It's a process that in my experience has been pretty well leaning in the direction of cities and allowing annexation. I would say more annexations in the boundary commission are approved than denied. Right now, you're subject to annexation as a general law township. That wouldn't be true if you became a charter township.

One of the things under the General Law Act that you would lose as a charter township is that if there are more than 100 people who live in the area that's proposed for annexation, and the boundary commission decides it wants to approve the annexation, you have a right with more than 100 people living there to have a referendum on that annexation. The people who are living in the area proposed for annexation would have a right to a referendum, and the people in the rest of the township would have a right to a referendum. Those referendum rights are lost if you become a charter township because you'll no longer be subject to the boundary commission.

Back in the late '70s when the legislature first approved the amendments to the Charter Township Act that gave certain insulation from annexation to charter townships, the legislation was held out as a great benefit for charter townships, that they would be effectively insulated and protected for annexation. After that, I started seeing my charter townships get annexed because that wasn't true. There are ways charter townships can be annexed. One particular exception in the law, and I don't know if this would be applicable in Peninsula Township or not, says that if there's a piece of property that is adjacent to a nearby city, and the people who own that property or the people who live on that property want it to be annexed to the city, the process calls for them filing a petition with the county clerk. If that petition is filed, then there's an election that takes place in the city

and the area proposed to be annexed. It passes if both of those areas vote a majority in favor of the annexation. This seems straightforward but it actually ends up being pretty devious in some situations.

For example, say you have a farm and it's adjacent to a city and the owners want to develop their land. The township is not particularly excited about the land being developed or they have requirements for development that Mr. and Mrs. Farmer don't like, so they petition the county clerk under the Charter Township Act. An election is held, and guess who gets to vote? Mr. and Mrs. Farmer and everybody in the city. The result of that election is that property is going to be annexed. That's a fast process, faster than would occur if you were a general law township. It takes about a year to do an annexation before the boundary commission. It requires a very specific piece of property, a specific situation. I'm not aware of properties [here] that might be in that particular category, but I point out that if you become a charter township, you will subject yourself to potential annexation that you may not be able to defend against easily.

Annexation standards: in order for you to be protected from annexation at all under the Charter Township Act from annexations in the boundary commission, you have to meet these particular requirements: have an SEV of 25 million, population of 150 people per square mile, provide fire protection service, have a zoning ordinance and a master plan, provide for solid waste disposal services, provide water or sewer service by contract or otherwise, and provide police protection through a contract. My understanding is the township would meet all those requirements. If you become a charter township, you would be protected from annexation in the boundary commission. You still would be subject to that other type of annexation I mentioned.

There are some technical annexations that could take place. If you had a piece of property in the township that was completely surrounded by the city, called a township island, that could be annexed pursuant to the boundary commission process. Another type of annexation would be a mutually accepted annexation between the city council and the township board. If the township board believed it was appropriate to allow a piece of property to be annexed, it could agree with the city to do that. Otherwise, I believe that you would be protected from annexation, absent this one little exception that allows people who live on the property to petition for annexation.

**Chris Patterson:** as we already heard in the early public comment, taxation is a relevant consideration with respect to the differences between a general law township and a charter township. For purposes of a general law township, the constitutional limits are what provide for your current millages. It's a form we call an L-4029. It's a request that develops Peninsula Township's current tax rate. It's relevant in this discussion to appreciate what your current millage is in addition to what properties in the township are being levied for purposes of taxes by all the taxing jurisdictions.

Many of the tax millages that show up on your bills are actually related to other local units, not just the township. For purposes of the limits for a general law township under the Constitution, there is a 1518 millage limit. That focuses on the general allocated millage rates, meaning those funds that are not purposely set forth, for instance, for police or a PDR program. Currently, the township has .61 mills because it's subject to a rollback for purposes of general fund expenditures and appropriations.

For most townships, including Peninsula Township, the 1518 mill constitutional limit doesn't apply. The voters have approved a fixed millage rate, and that maximum is to not exceed 50 mills. When we take a look at your actual property tax millages that are being imposed on property in the township, you're in excess of the 1518 mill limit because you've approved extra voted millages by various taxing authorities: counties, public school system, the township's millages.

One thing for a general law township: of that fixed millage for the township, at least 1 mill must be allocated for purposes of general operations. One mill on your state tax assessed value ends up being provided in the budget for purposes of being spent on general administration. There's no specific purpose for which you can use your general operation millage. The Charter Township Act itself and the Constitution actually exempt charter townships from those millage limits. Then you're subject to the limits that are set forth in the act itself, because you're now an incorporated township. For purposes of the charter township, they refer to half of 1 percent of the assessed evaluation and that becomes what we refer to in common parlance as "the 5 mill" for charter townships. It is still voter approved, to incorporate as a charter township. That incorporation allows you to go up to that 5-mill limit. That's important because when a vote is taken to incorporate as a charter township, it doesn't mean that 5 mills has to be imposed. What is provided in the act is that you are allowed to levy *up to* 5 mills based on a vote of the people to incorporate as a charter township.

A charter township is limited to a total of 10 mills for all millages levied by the township. Beyond 5 mills has to be specifically voted on. The vote to incorporate into a charter township is for purposes of 5 mills. It allows the township board through the budget process, setting revenue and expenditures, to levy up to that 5 mills on property in the township. That's one of the key distinctions with respect to the authority on getting an exemption from the constitutional limits and being subject to the act itself.

This slide is the township's Current Requested Tax Rate [in packet]. This isn't the other taxing jurisdictions. It's the millage that's levied by the township, not other taxing jurisdictions that levy mills on property. It'll give you an idea of what's currently being levied, relevant to this conversation. If the voters approved incorporating as a charter township, it's what that extra millage would be available for. Currently for annexation protection, one of the requirements is more than 25 million in taxable value. For your 2022 request, you're at 780 million. Your L-4029 indicates that you've satisfied the taxable value requirements. Rollbacks would change the numbers depending on the year. You currently have three tax millages that are levied on property and one special assessment.

The first line [Township's Current Requested Tax] is the "General allocated millage," what I referred to in the Constitution that says you have to have at least 1 mill for a general law township for operations. That started as 1 mill and then the Headlee Amendment rolled it back. That 1 mill is actually currently being levied at .615. You've rolled back on your general operating millage down almost four tenths to .61. The next one is your PDR millage for 2 mills, and given the year it was levied in, you do not have a rollback. That's good for 20 years; it will expire in 2041. It's being levied at the full 2 mills.

The third line is your special assessment [for fire]. That's not a tax millage. It's provided for

under a special state act. It happens annually with a notice and a hearing during your budget process, where you set the actual amount that you're levying in the given year. Currently you're at 2.6 as a special assessment, meaning the benefit charge that's being provided on individual property in the township.

The last one is half a mill for police. That was voter approved. It's currently rolled back almost half of what it originally was approved at and is being levied at .23. For purposes of your actual levied millage, you're talking 2.84 mills. That's your general operating millage plus your two specific extra voted millages, police and PDR. In addition, you end up with 2.6 mills, the equated value of that special assessment you're doing for fire. That total comes to 5.44.

We gathered some data with the assistance of the township assessor that looks at local units that are levying taxes in Grand Traverse County to give you some comparison of what's going on. This sort of L-4029 is important because you have some particular items like that fire assessment and your PDR program that set you apart. We'll want to take those into account when we look at what's going on in other local units, both general law and charter townships. What is interesting about township government is that we always [keep] the smallest piece, but we're the one who collect the taxes.

This is a property tax card [Township's Current Property Taxation] on a non-PRE, Principal Residence Exemption. The information I was able to get from the treasurer's office is a snapshot of a non-PRE property sitting in the township. The 18-mill exemption for principal residence or agricultural exemption is not applied looking at these numbers. If you are getting an agricultural exemption or PRE homestead, these numbers are going to be a little bit different. It does give you a good idea of the total mills. You get billed twice a year, summer and winter. The summer tax bill is mostly county and school tax and your area transportation. That's 36.22 mills. None of it goes to the township. The township levies its mills on your winter tax bill.

In the winter tax bill, the last four items are the same millage levies that I noted were on the township's L-4029. On your winter tax bill, you're getting 9.2 mills of taxes applied. The last four equates to that 5.44 mills relating to the township's current operations and its extra voted millages. One is a special assessment, and the other three are levied taxes.

**Shanafelt:** for Peninsula Township to operate, in this particular tax bill, \$65.85 goes to its operations out of a total of almost \$5,000 in taxes paid?

**Patterson:** yes. The 2 mills for your PDR program are to put a fund together to acquire development rights. It's not for purposes of operations, etc. Your fire special assessment, those are specific derived benefit charges for operating fire. You're required if you have a voter-approved millage for police that \$24.62 is dedicated to that portion of the service that residents receive. As you indicated, that line item is \$65.85 of that total tax bill.

**Shanafelt:** in contrast, the library gets 50 percent more to run than this township does.

**Patterson:** this case was already mentioned, *Oshtemo Charter Township vs Kalamazoo*, related to the 5-mill charter township limit. What the case did not hold is that you didn't need voter approval for purposes of establishing a charter township. That case concerned a charter township that had incorporated. It was a question of whether they could go up to the 5 mills without additional voter approval. What the court said is, if you've incorporated as a charter township, in that case it was before a specific date, then you are



entitled to go up to the 5 mills. The voters have to approve the question of incorporating, and the actual approval becomes the authority to levy up to 5 mills. What that court case says is, you would always be entitled to levy up to the 5 mills based on that voter approval at the outset.

Now, second question: charter townships have a maximum 10 mills. If you incorporate as a charter township, you would have an authorized levy of up to 5 mills. That would mean there's an additional 5 mills that could be extra voted millages. If you have voter approval to incorporate as a charter township, you could levy up to 5 mills. Then, under the act, you could for instance levy a special purpose millage for parks and recreation. That has to be voter approved. You could have an extra voted millage for roads; that would have to be voter approved, the key being that the total accumulation of those votes for taxes can't exceed the 10-mill limit and the act.

One interesting distinction is since that 5-mill levy is sort of inherent, it's provided and authorized in the act. When the charter township incorporates by vote of the people, that 5 mills becomes your ability to levy that indefinitely. As the township exists as a charter township, you have the ability to go up and down on that levy as you decide the appropriate amount for purposes of your revenue and your expenditures. Those extra voted millages up to the 10-mill limit are always for specific purposes, just like you currently have for purposes of police or PDR. Those extra voted millages cannot exceed 20 years. You currently have a police millage that was voted in for two years. Then you have a PDR millage that is at the statutory limit for purposes of what you can levy.

The next question is, what are others doing in Grand Traverse County? You can look at a lot of data, not just Grand Traverse. Looking at budgets and audits about what kind of services these other townships are providing, you can find the 2022 tax rates for those local units. School districts are relevant; different debt millages that they could have in place can make substantial distinctions related to the total PRE millage rates that might apply. Related to the PRE millage rates, that would be principal residence exemption, that 18-mill exclusion. Peninsula is at 27.3877. That's being reported with your 2.6-mill special assessment. Your actual millage being levied is 24.78. So as a general law township, you're at 24.78. If you go to the bottom [Township's Taxation v. Other Local Units], the average millage of those with asterisks [charter townships], is going to be 25.6 mills. Traverse City is all the way up at 36 mills, almost 10 mills higher than Peninsula Township. The median among those charter townships, meaning the most [common] millage rate, is around 25.5. If you take the levied mills for Peninsula Township, those charter townships are levying about one more mill than Peninsula Township from voter-approved tax mills.

Regarding the organizational differences, you already have a seven-member board, whereas some general law townships are at five. There's no difference between whether you're a general law or a charter township; the township board directs policy. Many charter townships will hire and appoint a superintendent or a manager. Policy still rests with the board. Those are the individuals who are elected. Whether it's charter or general law, they make the decisions. The statutory duties in a charter township for purposes of a supervisor can be delegated to a superintendent. As a general law township, you are allowed to employ a township manager. You could do that now if you desired to and had sufficient funds. The manager could be delegated any non-statutory duties. For instance,

you could have the manager do the FOIA work.

The one limitation a general law township board has for purposes of putting a manager in place is that you can't move statutory duties of an elected official to the manager without the consent of that elected official. It's one of the largest distinctions for charter townships. A charter township is allowed to have a superintendent, and it's the board's decision to decide the list of duties delegated to that superintendent. For those duties listed in the act, you don't need the consent of the elected official. It's a board decision. If you decide to hire a superintendent, you get to identify those specific duties to delegate to the superintendent. 4210 has a long list for the enforcement of laws and ordinances, overseeing that process, managing public works, looking at utilities, dealing with contract requirements, attending all the meetings, but not voting. This person is not a voting member of this board. They would attend the meetings, assist in the administration piece, the packets, probably help with the agendas. They could take over preparing the budget. They would be your purchasing agent. All of these duties could be assigned by the board to the superintendent in a charter township.

Other considerations: as a general law township, you only have to meet once every three months. You're currently meeting much more frequently than that. As a charter township, you are required to meet at least once a month.

Additional funding is really no different. Once you get past the taxation limits for purposes of bonding, special assessments, those are all provided by statutory acts. They're equally available to either. Police and fire are also permitted for both and equally available. There's the list of additional standards that get you additional annexation protection, fire and police being on there, zoning being on there. For purposes of property, whether it's real or personal property, those items can be bought and sold, leased, just like you're doing now for purposes of budget appropriation and township board authorization.

**Fahey:** in summary, regarding annexation, the difference is now the township is subject to annexation via the boundary commission. If the township were to become a charter township, you would no longer be subject to annexation in the boundary commission except for township islands or to straighten boundaries. However, you would be subject to the potential of annexations based upon petitions by 20% of the registered electors in the area proposed to be annexed.

As regards millage, the difference would be after being approved as a charter township, you would be able to levy 5 mills. Then you would be able, beyond those 5 mills, with voter approval, to levy 5 more mills.

Organizational structure: the main difference is the township would be able to hire a superintendent and the township board would be able to determine what that superintendent would conduct and operate without having to get consent from individual members of the township board who otherwise would have those pieces of authority.

**Chown:** if there were public interest in pursuing the charter township form of government, what is the process? What may the township board do and what must the township board not do? My understanding is that this would have to be community driven, not township board driven. Is that accurate?

**Fahey:** there are two ways that this could be put on the ballot. One would be the township board could decide to put it on the ballot itself. The other option would be if members of

the community want to circulate a petition, the petition will then be accepted by the township board. And that petition will drive whether or not there's going to be a vote.

**Chown:** would township board members be allowed to advocate for or against moving to that form of government?

**Fahey:** township board members do not lose their First Amendment rights to express an opinion. That would not prevent a township board member from being an advocate for a particular position.

**Chown:** as a clerk running elections, I'm rather sensitive to that question.

**Fahey:** sort of related to your question is the extent to which the township board could spend township funds to advocate on its behalf. Sometimes the question comes up, could the township run advertisements or some sort of campaign that would involve the spending of township funds? The answer is, in general, no. You can spend your own money and you can spend your own time as a citizen, but you shouldn't be spending township funds campaigning or township employee time in that campaign.

**Chown:** I put out the newsletter. It's an educational tool. If we had something on the ballot, anything at all, I would write about it for informational purposes. As long as there's no advocacy position taken, that would be acceptable?

**Fahey:** as long as the newsletter doesn't have some sort of obvious "Vote yes," having a balanced presentation of what being a charter township means, what the advantages and disadvantages are, is totally okay like we're doing tonight.

**Rudolph:** on one of your slides, Township Taxation and Other Local Units, down in the bottom you had a note, homes built between 2000 and 2010, 394. Then the homes built between 2011 and 2020, 291. Is that homes in Peninsula Township?

**Patterson:** yes, that information was reported by Sally [Murray, township assessor].

**Rudolph:** homes built between 2021 and 2022, 292. This is one of the things that's been concerning me about what's happening in the township. We're seeing this tremendous growth. The reason I'm interested in learning about charter townships and how that might help us become a more professionally driven township operation is this growth rate. It's just been incredible out here.

**Achorn:** in the discussion between manager and supervisor, between general township and charter township, you said that under the general law township, the elected official must consent to having a manager. But under the list that was provided a couple of pages later, it said that it would be delegated by the township board.

**Patterson:** yes, delegated by the township board on any non-statutory duties. The township board could also delegate statutory duties of an elected official, but that elected official has to consent. It's still a township board decision to have the manager to delegate the duties, but if you're delegating statutory duties of, let's say, the treasurer, the treasurer has to consent and be on board with that going to the manager.

**Achorn:** in my mind there really isn't a difference between a manager and a supervisor, if they're doing non-statutory duties.

**Patterson:** when you said supervisor did you mean superintendent?

**Achorn:** I meant manager under a general law township, and a superintendent under a charter. You could still have a professional assisting at a high level in a general township.

**Patterson:** absolutely.

**Achorn:** somewhere in my research, I came across the phrase "reset millage." Is there a possibility or a process to reset the operating millage back to 1?

**Fahey:** right now, we have this allocated millage of 1, and it's down to .61. It would be possible to put a ballot question before the voters at an election to override the Headlee rollback to return to the original 1 mill. The voters would be able to vote on that, recognizing that it is a tax increase. If they vote on it favorably, then that particular operating millage would be put back at 1. Then it would start rolling back again pursuant to Headlee, but only in future years. You could use that with any of your millages that have had a Headlee rollback effect.

**Chown:** can you tell us how long it's taken to get from 1 mill to where we are today?

**Patterson:** well, you've been subjected to Headlee for some time.

**Fahey:** since 1979.

**Patterson:** we'd have to look at your L-4029. Have to look back at least 15 years and see what it was then.

**Fahey:** since 1979, if you haven't had any rollback or haven't had any override elections in that period of time.

**Chown:** I'm not aware of any.

**Sanger:** not in the last 25 years. Part of the challenge is that the demand for services keeps increasing. We have to spend more money to provide those services. At the same time, one might say property values are going up. The assessor works on taxable value, which is not exact in terms of property values. Because of this restriction of the Headlee Amendment down to .61, we're kind of hoping each year that the total taxable value of the township is increasing fast enough to keep pace for the demand for services. If the demand for services is such that we don't have the money to spend, we have a problem.

**Fahey:** the Headlee Amendment was in response to the inflation happening at the time. The idea was that townships shouldn't be able to ride the wave of inflation and increase their budgets every year, so they put an artificial limit on it, and that artificial limit was 5 percent. If inflation is higher than 5 percent, as it has been in the last few years, then townships and other local governments subject to Headlee are not keeping up with the changes in costs that are incurred. And even if your property valuations go up, you're still behind the curve. That's a problem we have with any properties that have been held for a long period of time. The increase in taxable value is artificially kept low until that property is sold to a new owner.

**Shanafelt:** you only have so much money to spend. If you need to spend more, you can't.

**Sanger:** in the charter township, we get out of this sometimes strangling effect of the Headlee restriction. It allows the township to adopt a budget subject to public input and public hearings, to adopt a budget for that particular 12-month period going forward, that meets the needs of the township. As opposed to a hope and a prayer that the taxable values are such that you can meet those expenses.

**Fahey:** there's this sort of implicit assumption a lot of people have, which is that growth in property value and growth in population pays for itself in terms of the services that are provided. The reality is, it doesn't. The proof of that is cities that have grown need more millage than rural townships that have not grown. Rural townships can exist on 1 mill. Cities typically levy 20 mills. It proves the point that growth doesn't pay for itself. Growth

requires additional resources to manage and operate your local government.

**Shanafelt:** to that point, we are not a rural township. We're something between. Were Traverse City to annex the entirety of Peninsula Township, we would be subject to city taxes. That's the very hard consequence of annexation without really understanding whether we get any services for that additional taxation.

**Fahey:** it isn't the issue before us right now, but if you were to be annexed by Traverse City and go to 20 mills, I don't think that would change the level of service that people in the township receive.

**Shanafelt:** when communities choose to go to a charter township, what are usually the big drivers?

**Fahey:** two things: professionalism in municipal management and the necessary money to operate an increasingly complex municipal corporation.

**Patterson:** it's not just the conversation about the superintendent but also revenue for purposes of additional consulting services, other employees, officers, staff, that charter townships have that general law townships typically don't have.

**Fahey:** one specifically is your assessor. As you get into higher levels of complexity of assessing, you need to have more qualified assessors who are going to command much higher fees or salaries. With growth, that's an additional cost municipalities have to bear.

**Shanafelt:** right now, our operational, actual cash from taxes is about \$400,000?

**Achorn:** about half a million.

**Shanafelt:** that pays for everything we're trying to do operationally. Even employee salary and benefits –

**Achorn:** no, we do have revenue sharing, which is probably around half a million also.

**Shanafelt:** regarding the point about professionalism, you can increase staff but for some things like the assessor or other activities, you need a different type of experience and expertise to be effective and to do it correctly.

**Fahey:** the township form of government was really designed to govern rural communities. Basically, it's government by volunteers. It works well at a rural level. But it begins to get harder to get volunteers who are willing to give their time or to find qualified people who can do the things that need to be done in a more complex municipality.

**Chown:** we are incredibly reliant upon volunteers to manage our park system, and they give countless hours. It isn't sufficient. We cannot keep up with the infrastructure needs at our parks. If you are among the residents who enjoy them, you know they are decaying. We have tremendous needs that we cannot take care of with our current funding mechanism. We are a grown-up community, and we need a grown-up funding mechanism. We have significant needs and expectations among the residents that we are struggling to meet because we don't have the resources to do it. I sit on the parks committee. I am well aware of the of the concern, the anxiety, the demoralizing impact of attempting to solve significant infrastructure needs that we don't have the money to tackle. We've got to do something to bring in more resources. I just don't know what it is. The purpose of this meeting tonight is to discuss with this community, "How shall we do this?" Because we must do something. We are wearing people out.

**Sanger:** I've heard people say, "If we want to talk about a higher level of professionalism, let's just become a city." I ask our two attorneys, why not just become a city?

**Fahey:** it's not a bad question. There are communities around the state smaller than you with less complexity that are becoming cities. I've seen communities of 2,500 people who incorporated as a city. They were willing to pay the extra money, which is as much as 20 mills, twice as much as what we're talking about here. I think the reason why not is, I would suggest you walk before you run. Because 5 and 10 are a lot less than 20, and I don't know if you need 20 yet.

**Sanger:** the previous planner told me we don't have the density. It's such a unique township. I keep saying we're really three townships stacked high. There's a certain amount of density of the population you have to have to be incorporated as a village. We've talked about services to meet the needs of the population. It's my understanding that a township is about as far as we can go based upon our density. We could take a third of the township and whack it off on the south end and meet the density limits, but that's not a great idea. I don't support that.

**Fahey:** it's not something I would recommend.

**Patterson:** the other thing we've seen in representing the townships adjacent to villages is, those villages decide to incorporate, and those are the smaller population of areas we've seen with 2,200 or 2,500 incorporated into a city. Typically, they are doing it to gain additional services. That includes a process that involves the residents just like this process does for a vote. A village will attempt to save money by incorporating into a city to provide all its own services instead of getting some of them from the township. And it doesn't end up being the truth in those situations where we've worked with those townships adjacent to villages that incorporate into cities. The overall tax revenue required to operate that city for those services is more than what they could have done as a village or as a charter township, etc.

The other reason we've seen general law townships discuss incorporating is, we do have a lot of general law townships with rural agricultural land adjacent to city boundaries who get concerned about annexation. Even the last couple of years as the economy has ticked up there's been concern about expansions of development and cities looking for additional property. I don't think that's the conversation here. Some have done it for purposes of zoning and planning, such as general law townships that don't even have zoning and planning. They're looking to generate additional millage to provide those services.

**Chown:** regarding our roads, when we don't get the degree of service from the road commission and the county that we need, it seems as though having more resources could get the road commission to come to the table and fix Bluff Road, for example.

**Patterson:** there was a question [from index cards collected from audience], "If you become a charter township, is there additional authority to delineate how the money is spent for purposes of working with the road commission?" I think the question is a calculation of the total revenue that you're paying into the road commission. If you're not receiving a justified benefit in exchange for what you're paying, does incorporating change that analysis?

**Fahey:** I've always thought it was an interesting dilemma that road commissions are given all the authority over the roads, but they aren't given money to do the job except for the Act 51 money, which basically comes from sales tax revenues. It's never enough in any road commission in any part of the state. You are not unique here. It's the way it is. The

amount of money we have from the gas tax that supports the roads is not enough. It's never going to be enough. There has to be a solution at the state level. We've been saying this for decades, and there still isn't a solution. Now we're going to have a bunch of electric cars on the road that aren't going to use gas. How are we going to pay for our roads? That is a huge issue for all of us in the state.

What becoming a charter township does allow would be an additional millage, potentially a road millage, as I've seen other charter townships do. That money can be used as seed money to negotiate with the road commission to say, "We're willing to put this money into these roads, assuming you put the maximum amount that you're allowed to into our roads." At the minimum, that's money that will be levied on property in Peninsula Township to be used for roads in Peninsula Township. You can't say that with respect to the rest of the of the money that's going to the county. That money is going mostly to other townships.

**Shanafelt:** that's where the question's coming from. We put in \$800,000; we get \$30,000 back.

**Chown:** do you have to be a charter township to do a road millage?

**Fahey:** no. You could have a separate voted millage as a general law township just as you have already with your police millage and your preservation millage.

**Patterson:** there are multiple [index card] questions on, "What was the initiative to have this conversation this evening?"

**Shanafelt:** a very specific reason. Our operational budget and how we run as a government in this very complex township is not even close to what we need to do it effectively in a professional manner. We're trying to get to a place where we can run an effective government structure, not a bloated government structure, but simply effective government structure that will meet the needs of the community at large. For me, that's the driving force.

**Chown:** I've been clerk for four and a half years. I think at the very first meeting I attended as a township board member, the concept of the charter form of government came up. We were already very concerned about the budget and the roads and the parks. I am asked somewhat regularly if we could please provide information about a charter township form of government. I think it's incumbent upon us to explore this because we are in trouble, financially, in Peninsula Township. Things are falling apart; we need more resources.

**Patterson:** there were two comments related to annexation and whether there is any specific knowledge of conversations about annexation between Traverse City and property owners in the township. We're not aware of any. Related was, "Does it have any relationship to the winery lawsuit?" Our understanding is no. Another question is, "Will this be on the next ballot?"

**Fahey:** it will be on the next ballot only if the board adopts a resolution to place it on the ballot or if the board receives a sufficient petition requesting it be put on the ballot.

**Patterson:** similar question, "Will this go on the November ballot?"

**Chown:** we do not have elections this November.

**Fahey:** when is the next election going to be?

**Chown:** the date of the presidential primary has not been finalized. It will be February 27

or March 12. Then we'll have a state primary. That date has not been finalized. It will be in August or June. Then we'll have our November election in 2024.

**Patterson:** the comment doesn't have a year so it could be November of 2024. This comment is for purposes of annexation: "The township does not provide water and sewer in a majority of the land area. What is the extent to which that causes a problem with the protections?"

**Fahey:** based on the cases that have been decided by the Court of Appeals in the Supreme Court, under the Charter Township Act, the township is providing water *or* sewer in a sufficient area in order to qualify for the Charter Township Act protection.

**Patterson:** "What type of professional expertise or services would the residents see if we became a charter township and hired a superintendent?" I think we spelled out the additional duties; I don't know if you have additional comments or clarifications to add?

**Chown:** we need a parks manager!

**Shanafelt:** how many employees do we have? 20 total?

**Chown:** not that many.

**Shanafelt:** we're pretty small. As I look at the structure, some basic management positions would be highly useful in helping things operate better, and it's all about operations. The strategy and legislative responsibility were made to the board and the elected officials, but the actual operations component is a big lift. Staff and officers of the board having to do everything that's well beyond the scope of their jobs is unreasonable. There are some specific professional hires that will make a difference. Adding more infrastructure into our government structure will make the township run more efficiently. Parks always come up; roads are important. I have this dream that one day we can go to underground electrical so we don't have to deal with power outages. If we can have some funding, we can figure out how to leverage what we can with the state to make that happen.

**Patterson:** "How many township employees would be supervised by the manager?"

There's really no distinction with respect to the hiring of employees; it's really the resources problem. One thing related to the manager role, the superintendent as listed in 4210, does make that individual the personnel director. It puts that person at the head of the hierarchy for purposes of managing employees, employees being different than elected officials.

"How much overlap would there be with the existing job descriptions of current employees if we were to have a township manager?" With respect to the duties listed in the act, they focus on things the supervisor or other elected officials are doing that the manager could do. For purposes of employees, it could be all sorts of things in a managerial role: personnel director, project management, consulting services. I don't know specifically on overlap with job descriptions of current employees.

**Fahey:** typically, the township superintendent ends up being the director of the employees within the charter township except for the treasurer's role and the clerk's role. Then the treasurer's role and the clerk's role get more confined to their statutory duties. It's different than what you have today, where your clerk and your treasurer are doing the statutory duties plus other things that need to be done that nobody else is doing. You have these departments, the treasurer's department and the clerk's department, that end up being sort of independent of the township manager.



**Chown:** I just counted; we have six full-time people, not counting the officers [treasurer, supervisor, and clerk]. We have four part-time folks who help out for about 20 hours a week each. That's not counting elections or the volunteers who sit on the planning commission, the zoning board of appeals, and parks committee [or the fire department personnel or CPOs].

**Patterson:** "How many current employees would be limited to help balance the budget that currently exists?" I don't know the extent that there's an issue with the current budget. I don't know if the question is if you would be reducing employees if you incorporated. Presumably, if you're looking for additional managerial staff, adding consultants, I would assume the answer is no.

**Achorn:** no, I think it would just reduce. If we did have someone at that level, a manager or superintendent who could take the heavy lifting out of the clerk's office and the treasurer's office, it would be very helpful.

**Patterson:** two related [questions]: general recommendations on the board's position on being a charter township. What I understand is, you're collecting information. I don't know that you're making a recommendation at this time. Then the question was, "What's the intended benefit of changing to a charter township?" Many of you have already expressed your individual perspective on the benefits. "Would the general 5-mill operating millage be subject to a rollback?"

**Fahey:** the 5 mills are authorized by law and would not be rolled back.

**Patterson:** "How would the funds be generated to pay a new superintendent or manager?" For purposes of the superintendent, incorporating as a charter township, that would presumably come under a tax levy for purposes of adding resources to your budget. We discussed that [a manager] could be available to the general law township now; you just have to have sufficient operating funds to do so. What we refer to as a Headlee override, a vote of the people to increase your currently reduced millage of .61, could take that back to 1 mill. It's potentially a way to generate revenue. The funds that would pay for that have to come from tax revenue and state revenue sharing. "How many townships does our law firm represent? How many are general versus charter townships?"

**Fahey:** it's hard for me to keep track of how many townships we represent. There are more than 150. Out of those, probably 20 are charter townships.

**Patterson:** "Have any townships recently voted to change from general to charter?" In the last three years, we had at least one that circulated petitions. They did not get sufficient signatures and it never went to a vote.

**Fahey:** one that I can think of in the last couple of years was Alpena Township, which went from a general to a charter.

**Sanger:** last year Long Lake Township moved from a general to charter.

**Patterson:** "What would our township gain from charter status?" I think we addressed the differences for purposes of annexation protection, the taxation piece, the structural changes. I don't know if we have anything additional to add.

**Fahey:** our intent is not to posture those things as being gains or advantages. It's up to the members of the public to decide if they think that difference is a gain or a loss.

**Patterson:** we did get three or four questions related to whether this presentation would be available. Yes, we can work with the township to put it wherever is most convenient.

**Chown:** it's on YouTube right now and will be available on YouTube on the township website for a month. We can probably make it available beyond that.

**Patterson:** the slides too. We can put those wherever you need them. The last question relates to changes in insurance and insurance coverage: "What is the limit of insurance available to cover a claim or judgment against the township?"

**Fahey:** the limits are specified in the insurance policy that the township purchases. That is not something that would change whether you are a charter or general law township.

**Patterson:** related question: asking about a judgment levy, to the extent that insurance coverage wouldn't fully cover a claim, how would that uncovered amount be paid?

**Fahey:** the process for a judgment levy is that a court would issue an order that would require that there be a judgment millage levied by the township in an amount sufficient over a period of years to pay that judgment levy off. Generally what you're talking about is a judgment for money damages. Again, the difference between a charter township and a general law township is nil with respect to that issue.

**Patterson:** that's all the questions. Does the board have any additional comments or questions based on the public's cards?

**Rudolph:** no. Thank you for coming tonight. I had a lot of questions as to what the pros and cons are. I'm still not sure I fully understand it, but I appreciate you coming and doing this for us.

## 9. Citizen Comments

**Chuck Knox, 14534 Bluff:** I keep hearing that we're running at a deficit. We need more employees, etc. Traverse City's not coming after us. We have a poison pill called "the winery lawsuit" that will never allow that to happen. What I need to know is the estimated amount of money you need to add an employee or a supervisor, etc., to get us to where we're at least at a zero-sum game? I'm not hearing any numbers. We could add a millage to make up the money you say you need instead of going through changing to charter. Instead of reinventing the wheel, why don't we take a look at what we need? And how to get it without having to go through this stuff?

**Louis Santucci, 12602 Center Road:** No, no, no, a thousand times no. This is another in a long line of bad ideas put forth by this township. If we get a town manager, what happens to the supervisor? Will he get a reduction in his pay or continue to receive his pay for basically doing nothing that he's doing now? It seems a lot of you by what you've said have already indicated that you would be willing to go to charter township. You've got to put 5 mills in real dollar terms. It's \$5 per \$1,000 of assessment. My tax bill, the first time that 5 mills would be put into effect, would go up \$750. That would be a 30 percent increase on my summer tax bill. We're talking real money. I'm one of the lucky ones, but not really lucky because I've only been here 15 years. The assessed value is limited. But the newcomers, we're talking million-dollar houses out here. That's a lot of money they're going to be looking at. One of my pleas to this board has been, we're now paying 1 mill [CORRECTION: 1 percent] as an administrative fee for the right to collect our taxes, which we never had before. The state allowed this because it was a way to sneak under the restrictions on townships to be able to get other tax money. We were promised when that was put into effect that we would get a report on whether or not this fee could be reduced. Two years have gone by, and we've heard nothing. I've gone to the board twice

and asked. They're not answering. I asked them to put it on the agenda for the next meeting. They didn't put it on the agenda. What are they trying to hide? I don't trust this board with any more unaccounted powers, especially not the ability to raise taxes without voter approval.

We talk a lot about the farmers. You already made their life more difficult when you passed the ill-advised processing ordinance. The real farmers warned you last year the processing ordinance was nothing more than a subtle way to stop more wineries. Well, as we predicted, the unintended consequence of that ordinance will be coming home to roost. The farmers are taking out their tart cherry trees. The market for sweets is dropping and many farmers just this week have been told that they can't sell their apples to the people they've been selling to –

**Chown:** your time is almost up.

**Santucci:** one more thing. The processing ordinance means they will most likely not be able to sell their grapes if they choose to grow grapes. So, you've lost cherries, you've lost apples, and you've made it difficult to sell their grapes they've decided to grow. I say no.

**Nancy R. Heller, 3091 Blue Water Road:** if there is a need for revenue in certain areas of the township, I would suggest the millage request. That way the residents would not be taxed in perpetuity for up to 5 mills. We all interpret a little differently. Peninsula could have a different township board running the township every four years. What would the priorities of the new township board be with up to 5 mills of revenue coming in? I urge every resident to educate themselves on the impact charter township will have on their personal lives. Peninsula Township continually says it wants to preserve agriculture. I have been a resident for 52 years. I have been in agriculture, plus I diversify. Thank goodness, because agriculture is becoming a tremendous challenge, just like running your township. The agriculture business is dictated not by the individual but by the law. Minimum wage. All the rules and regulations. What we can spray. I'm not saying you're going to tax the 5 mills. But if you do, I don't see how any agricultural property owner could afford to farm, even with our agricultural exemption. The agricultural community out here, we're getting hit every which way but up.

**Wes Cowan, 2849 Shore Wood Drive:** I want to thank everybody here for calling this meeting. It's important for us as residents and citizens to understand exactly what has been proposed here. I think I heard from you that you support charter. But I think what you need to tell us as residents is why we need to be thinking about changing. Everybody here has talked about taxes. Our taxes are going to go up no matter what. Change will occur. Change has certainly occurred here since I've been here. But if you need more money from the citizens to run the township efficiently, you must tell us why you need that money. Thank you.

**Jim Raphael, 14826 Mallard Drive:** this is becoming a very confusing and conflicting place to live. People have made comments about us wanting to maintain our rural agricultural characteristics and at the same time we're talking about becoming an urban form of government. If you need additional funds for operating, consider overriding the rollback. This township in terms of taxable property values is one of the highest in the state of Michigan. In 2019, MI did a study. We are one of the 100 highest tax-producing municipalities in the state. If you do it on a per-resident basis, we're number two after

Bloomfield Hills, which is a city. In Bloomfield Hills, at least 80 percent of their taxes come from citizens; 20 percent come from commerce. In our case, 95 percent of the taxes come from residential taxpayers. The idea of adding 5 extra mills at your discretion down the road is going to make us really unaffordable. I urge you to look at other options besides going to charter. Seems you have some flexibility in terms of hiring managers, additional staff. But we're already an expensive place to live.

**Garry Ingold, 1151 Londolyn Terrace:** everything I heard tonight, we have the ability right now to do this stuff. Years ago, we put in PDR. We ought to do the same thing for the parks. Put it on the ballot. If we find out that people want the parks, they'll come up with the money. We came up with money for PDR. As far as the Headlee Amendment, same thing. If we're short on money, we have to explain to people, "This is what we have coming in; this is what we have going out. We need to make up this gap." Maybe that isn't override Headlee for 1 percent, maybe it's override Headlee 2.8 or whatever it is we need. We have all the methods; we just have to do it. We have 2 mills going to PDR. We ought to be able to come up with .1 or something for the parks. If we need to hire somebody else, we can hire somebody else right now. Explain why we need it and people will either disagree or agree with you.

**Grant Parsons, 6936 Mission Ridge:** I don't know exactly what I want to do, but I'm going to make a pitch. The sentiment of the comments seems to be, let's have an election for millages if we need money. I'd like to consider the opposite. If we have an election every time we need money for a basic need... Well, we can either trust government or we can trust elections. If we think we have a good government, and I happen to think we do – I know there's some who don't – the idea of routinizing our governmental ability to govern, assuming we trust, assuming policies get set that have long horizons... Instead of being a reactionary government, maybe we could be a planning-ahead government and maybe we wouldn't run into some of these things where ordinances have to suddenly be written or moratoriums come up with. I've not decided. I think this is a good presentation. I want to consider whether we want to run on millages or whether we want to trust government and have the ability to spread the vision out, and we citizens then every few years have to make decisions instead of having to have issues about specific millages going on and on.

**Robert Stovall, 16190 Hill Rise Road:** I came here tonight trying to figure out what we were trying to do. I heard a lot of words like "professional," "more organized." The next thing I think you guys need to do is figure out what success is. What's your definition of success? What is your plan? Right now, I don't think you have it. You had an information brief here tonight. It was pretty good. I'm not sure you can make a decision off of this. You need to go through the decision-making process, come up with a definitive plan of what success is, and have that decision process drive you. Everybody here is getting worried about taxes. When you start talking to us about raising taxes, we're going to kick back a little bit. We need to lay this out a little. Come up with a plan. Get your definitions down, get your organization laid out, then present to us again and let us take another bite at the apple.

**TJ Andrews, 619 Webster Street, Traverse City:** I'm the Grand Traverse County Commissioner representing District Seven, which includes Peninsula Township and part of Traverse City. I too for the record have heard nothing about an annexation coming from

Traverse City. Thank you for having this meeting. I did look at how Peninsula Township stacks up with the other four townships in our region that are charter townships: Garfield, East Bay, Long Lake, and Elmwood. None of them are the same as any of the others. It's obvious this evening that Peninsula Township stands out in our region for its level of engagement in the community. People in this township care about this township; that extends to caring about how this township is governed. I'd like to thank you for starting this conversation with lots of notice to the public. You didn't have to do it this way. You could have had this conversation privately, without opportunities for all of us to know more about the process or the alternatives that should be considered. This is a community that's paying attention and wants to be engaged, and I appreciate as another representative of local government that this is a community that is engaged in local government. Thank you.

**Mark Nadolski, 10 West McKinley Road:** I moved here in 1973. I thought I'd died and gone to heaven. That's what I thought of the Old Mission Peninsula. I currently live in the schoolhouse that was built in 1901 and was converted to a home in '57. I love the old schoolhouse. I love the fact that I'm on Old Mission Peninsula. I don't know another area in this part of the country that is as beautiful or as great a place to live. Everybody has their problems. Peninsula Township is struggling trying to keep its agricultural community; we're trying to help them as much as we can. I still feel strongly about the agricultural community; it's one of the reasons I moved here. We're trying to make sense of a balance between the residents, the agricultural community, and what each needs and wants. I'm president of Protect the Peninsula [PTP]. I've been involved with PTP since 1979. I was invited by the agricultural community that started PTP. I think the township board is doing everything possible to keep this peninsula on the right track. I don't know of any other township in this area that's doing what we're doing to keep the sense of the community. You look at Garfield Township, East Bay Township, Traverse City; the growth is exploding. That's going to come back to haunt us. We are trying to keep the peninsula a safe and pleasant place to live. And I think you folks are doing everything you can to do that. We appreciate it. Thank you.

**Ron Strachan, 15466 Old Bluff Trail:** don't call the question of charter township or not until after the elephant in the room is settled. Settle the winery lawsuit, get that behind the township, then look at this issue and others and how to fund them. That's the biggest thing the board has to deal with. Get it settled. Negotiate it, find the middle ground, or get it in front of a judge. Let's get on with it. Thank you.

**John Snow, 10605 Bluff Road:** I've lived here since 1997. In a variety of different ways, I've been actively involved with the peninsula. What I have consistently found is the town boards, not just this one, the previous ones as well, are dedicated citizens who really have our best interests at heart. I've been impressed with the integrity I've seen over the years. And when you get into this sort of, well, if you need more money for the parks, let's have a referendum or if you need more money for roads, have a referendum, we need to let the people we elected to govern, govern. What we're getting into is some people have the feeling that with increasing the millage to 5, they lose control. We have complete control over you. If we don't like what you do, we don't elect you again. But consistently I've found with boards that they're doing a good job and usually don't have opponents and are

consistently reelected. I think that is the testimony to the quality that we've had in government. Charter township lets you do what we have sent you here to do, and that is to govern. I think you will do a good job. Thank you.

**Dave Murphy, 6943 East Shore Road:** in the opening comment by Curt Peterson about the parks meeting discussing millage, I'm the person on the parks committee who made that comment. The reason is, we've been evaluating parks needs for several years. It's significant both from a capital standpoint and an operational standpoint. We need to address how we're going to fund the parks one way or the other. My suggestion to my parks colleagues was, "Come to this meeting. We're either going to have a parks millage, or we can undertake it through charter township with an incremental increase in millage." That's why the point came out in that meeting. It was not saying we're coming for your money. It was about how we're going to address [the deficit].

I don't know how many people in this room have led a millage vote or a ballot petition or a ballot question. I've been involved leading two and involved in two others. For the two that I led, you put your life on hold. You spend months of your life. You fundraise, you work with countless people, your phone is ringing off the hook, you're nonstop emailing. When I sit at parks committee meetings and we return to the subject of will we have a ballot initiative about a millage vote on parks, the question always is, who's going to do it? Who's going to lead it? I'm a little tired of it. I might have one more in me. I do trust this board. I understand differences of opinion, I really do, and I'm happy when people are here to express their differences of opinion in a civil manner. We need that, so thanks for this meeting.

We do need to address our deficits, our needs. I don't think we're ready. I think this meeting shows that we're not ready. I suggest an ad hoc committee be formed taking people from all sides of the issue and a couple of members of the planning commission or town board. Put a group together, work with our attorneys, come back and present the information again. What John Snow just said: not only do we elect you, but we can also recall you. We can have referendums to change things around. We have absolute control over what happens moving forward. We don't like it, we pull these people out or whoever their successors are. We maintain control. That holds whether we have a township manager or not. If you don't like them or we don't like them, we come in as citizens as we're doing now. We debate it in public. That's the process we need for all of this, including the discussion about settling the winery issue. Why is it in court? Why did it go that way? We have a process to settle it in public and it hasn't taken place.

Thank you for the job you're doing. Thank you for putting this meeting together. It was a great presentation. I've been asking for this for a decade. I've been on two master planning committees, and every time I ask, "Why are we not examining our structure of government?" These folks [town board] didn't ask for this meeting; people like me asked for it.

#### 10. Board Comments

**Sanger:** thank you to the lawyers for your time tonight.

**Rudolph:** there's been a lot of comments that suggest the board is predisposed to this and that is not the case. We on the board are learning just as much as you folks out in the audience about how you feel, what our potential is, and what a charter township versus a

general township is all about. We're looking for input, so thank you for coming and providing that.

**Shanafelt:** I appreciate all the comments and perspectives. I agree with the comment about outlining what an ideal structure would look like and what that is going to cost. I think that is necessary, so thank you.

**Chown:** yes, thank all of you for coming tonight. I'm thrilled to see every one of you. I think the idea of an ad hoc committee is terrific. If there is interest out here, please feel free to send me an email at clerk@peninsulatownship.com. I'd like to get going on this because I'd like to have something on the ballot in November [2024]. That means we've got work ahead of us. I've only got two newsletters coming out before that November ballot, and we're going to need a lot of information in them. Perhaps another meeting as well once we figure out what we think we'd like to do so we can get some input from the rest of you. So thank you all; it's been a good night.

**Achorn:** I have a comment regarding Louis [Santucci's] comments for the last two or three meetings: I have taken your question to heart. I have been in contact with our auditors and a report will be included in our audit report.

#### **11. Adjournment**

**Achorn moved to adjourn with a second by Rudolph. Motion approved by consensus**  
**Adjourned at 9:17 p.m.**

# PENINSULA TOWNSHIP

13235 Center Road, Traverse City

MI 49686

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

## Township Board Special Meeting

September 12, 2023, 6:00 p.m.

### Township Hall

### Minutes

1. **Call to Order** by Wunsch at 6:01 p.m.

2. **Pledge**

3. **Roll Call**

Present: Wunsch, Achorn, Sanger, Rudolph, Shanafelt, Chown

4. **Citizen Comments:** none

5. **Approve Agenda**

Achorn moved to approve the agenda with a second by Rudolph. Motion passed by consensus.

6. **Conflict of Interest:** none

7. **Consent Agenda:**

8. **Business:**

1. Interview candidates for ZBA and Planning Commission (Cram)

**Wunsch:** we will go through applicants as they appear in your packet. How would the board like to do this?

**Shanafelt:** a brief introduction that explains why the planning commission?

**Donna Hornberger, 6730 Mission Ridge:** it's not easy being on the planning commission.

Part of the problem is, whatever decision you make, half the time somebody's going to be mad. My feeling for the planning commission is, you put your personal feelings aside. Look at what's in the ordinance. Listen to your planner, listen carefully to your lawyer, then analyze what is right in terms of what the ordinance says. I want to stay on because I think it's good to have the continuity of somebody who's been on for nine years. I was here when we started the first ordinance change reviews. One of my strengths is I am a good wordsmith. I can go through a document and make it say what it's meant to say. That was what I did in my career when I was back in Cincinnati.

**Chown:** what do you feel is the biggest challenge facing the planning commission going forward?

**Hornberger:** to carry through on revising the ordinance in the next three years. It's a living document. You're not looking for perfection. As you go on, revise and change. Listen to what people say and make the ordinance work with the community.

**Shanafelt:** coming up on a bunch of ordinance rewrites, are you able to devote the time necessary for several special meetings?

**Hornberger:** yes. I live here. I attend almost all of them.

**Shanafelt:** outside of the planning commission, what other involvement in government or



committee services do you have?

**Hornberger:** I worked at the Hamilton County Library for 30-odd years. The reason I'm on the planning commission is that Lanny Leak called me and said, "Are you interested in doing this?" I'd never thought about it. But I did join, and I did do the citizen planner course.

**Wunsch:** you were an elected library board member, right?

**Hornberger:** yes, I was.

**Chown:** you chaired precinct two for the 2020 Presidential Primary.

**Hornberger:** yes. I am also involved in other organizations. I'm on the TADL board. I just stopped being president. I was president of our historical society for a while. Recently I started volunteering at the Humane Society.

**Wunsch:** any other questions?

**Hornberger:** I don't want to say I enjoy it. It's sometimes painful because the decisions you make make people unhappy. But I like seeing things done right. And I like looking back and saying, "We made the right decision. We asked the right questions." We had some small committees that would sit down with developers and hash out how we could arrange things so that everybody would be happy. I was on the committee that did that with Vineyard Ridge. I like working in that committee structure. When I was president of the board before, we had some roundtable discussions with the agricultural community, inviting them to sit and talk when we were working on revising the ordinance [to learn] what they wanted and how we could achieve that.

**John Snow, 10605 Bluff Road:** I've been a resident here since 1997. Part of what I've enjoyed about living here has been the opportunity to be involved in local government. Back when our fire department was a volunteer fire department, I had the luxury of them putting me through EMT and firefighter school. I was on our fire department for nine years. I was on the Bowers Harbor Park expansion committee. I think we got a really nice piece of property out of that. Following that I was elected to the old park commission. I was one of the few people on the commission who thought it would be better off run by the township. It didn't make sense that it had no taxing authority but a great deal of responsibility. I think it's good the way it's turned out and excellent things are happening with it. I was on the zoning appeals board for nine years. That gives me a perspective on where we need to go with the planning commission. I've been actively involved with the Old Mission Peninsula Historical Society. What I believe we need to do with the planning commission is completely redo our zoning ordinance. It's contradictory. It's confusing to the people who want to use it and to the people who have to enforce it. I have a history of writing and enforcing governmental regulations. My primary career was with the federal district court in Chicago. I was in a management role where I worked with the U.S. courts, U.S. Parole Commission, and the U.S. Sentencing Commission in drafting and implementing criminal justice procedures. I know that doesn't relate to redoing our zoning, but I'm used to government language and how the government process works. I'm known as a team player who gets along with other people to accomplish a consensus and get goals done. I'm not somebody who has trouble making a definitive decision after hearing all sides. I think this gives me a unique perspective on being on the planning commission.

**Rudolph:** it's a lot of work. Do you have availability?

**Snow:** I'm not going anyplace. I look forward to immersing myself into it. And I know from previous commissions how much work it is for the humorous amount of stipend. I'm looking forward to another opportunity.

**Shanafelt:** you made the comment, "I know where to go with the planning commission." What did you mean by that?

**Snow:** to get a new zoning ordinance. It's piecemeal. It's been added on to from time to time. Before you do anything else, you have to have a zoning ordinance that is current and understandable. Your planning can flow from that.

**Shanafelt:** agree with that. Have you followed the changes to the farm processing ordinance?

**Snow:** yes. I think what has been done has been good. We need a complete ordinance. It will take a lot of time and effort and people who have experience in drafting government regulations to get it done.

**Brian Craig, 8799 Dawn Circle:** I'll start with the question, "Why do you want to do this?" We first arrived in Bowers Harbor by sail in about 2001. We'd been here over the years many times but that's the first time we arrived by water. The next year we were fortunate to be able to buy a slip there. Been a proper taxpayer in the township for about 21 years. We were struck by the incredible beauty and incredible quality of place. We had lived in Afghanistan, Saudi Arabia, Zambia. When I talk about incredible quality, I mean global. It's an incredible quality of place that should never be underestimated. When I saw this posting, I sent you a long resume. I love the work of doing good work. When I read the 2021 master plan draft, the first word that came up is "stewardship." How can we be great stewards of this amazing place? It's a collaborative effort. When I sent the list of things I've done, almost everything on there is collaborative. It's the result of positive work with other people. Sometimes hard work, where you're conflicted. Like when I had to meet with members of the public when I was president of a school board in Grand Rapids. They were closing their neighborhood school. Not a fun meeting, but we came to positive outcomes. It's work I love doing. It's work that's really necessary. I'm honored to be here with the quality of candidates you have.

**Chown:** are you here year-round?

**Craig:** yes, we live here year-round.

**Shanafelt:** why specifically the planning commission?

**Craig:** the word "planning." Making decisions that impact the future. That has always been my great passion in design. The work I do is looking forward, looking to the implications. As an architect, I've appeared before a lot of planning commissions. I'm familiar with how the work with designers goes. I'm familiar with how to use those tools and create responses to them. I saw you had a board opening recently and I thought, "No that's not the right thing for me." This is the right thing for me because this is the kind of work that I do well.

**Shanafelt:** have you attended any planning meetings here?

**Craig:** I have not. Part of why is that I bought a house here three years ago. I spent the first two and a half years renovating it myself. I'm just emerging in some ways from that.

**Shanafelt:** in your experience presenting to planning commissions, what did you see them do that could be done better?

**Craig:** trying to design the project and a meeting for the person before the commission?

Probably not a good idea. I have to remember from the planning commission, I'm an architect, I love design, but that's not my job, helping the planning commission. My job is to take the tools we have and apply them to what's in front of us.

**Kevin Beard, 221 Mathison:** this is the fifth summer my spouse and I have been in the township. We have recreated in this area for over 35 years. If you read my letter of interest, a couple of things that I omitted in the interests of brevity I'll share with you today. In my professional life, dealing with education and training for General Motors and the United Auto Workers, I wrote a lot of training manuals and delivered a lot of training to folks on the floor, hourly and salaried people. I designed and coordinated a lot of the training. Was responsible for safety training for about 5,000 people at a single plant in Lansing. I've worked collaboratively with lots of different groups over the years. In my volunteer life, I was president of the board of a small nonprofit in East Lansing that delivered respite services to families with members with special needs. In that capacity, I organized and ran a search for an executive director there. Crafting job descriptions and running a search, conducting interviews, was all part of that responsibility. You can't do that unless you have the ability to collaborate with your board of directors, get their input, respect their opinions, and pick the right person for the job, which we did. In East Lansing, I served for several years on the planning commission. I chaired it for six years. One of the things I grew to appreciate was the value of your zoning administrator. Too often they get too much disrespect from the community at large. The work they do dealing with applicants and walking them through the zoning code to get them to a spot where they have a plan to present to a planning commission is tremendous. I don't think they get the respect they deserve. I think if you chatted with the staff in East Lansing, you'd find I was one of the good guys. The esteem I held them in and listening to their opinions and guidance on these issues served me while I was a planning commission member and then later as a member of the elected city council in East Lansing.

One of the things the planning commission does that gets overlooked is craft the master plan. It in that master plan that the community expresses its values and beliefs and a guide to the future. What do you want to preserve? What do you want to change? That master plan should guide the language of the code, and your code should be designed to enforce and implement the aspects of that master plan. I've dealt with dozens of site plan applications. I've been through both municipal meetings, planning, zoning training, and MSU Extension citizen planner training. I think I'm in a good position to add value to this township, which is now my home. Immediately upon moving here and participating in the 2019 survey, reading the results of that survey and then diving deeper into the master plan, I felt like our family's values were right in line with what the township has articulated. To the question about the time commitment; I've done it before; I can do it again. At the time I was on the planning commission, I was single parenting four children. I squeezed some time to manage this aspect of serving my community. I think all told between neighborhood associations, planning commissions, parks and rec commission, and council hall, it was probably about 30 years of involvement in that community. The dust is settled now in our home. I'm in a good position now, where if the township would like, I'd be more than happy to serve in this capacity with you folks.

**Sanger:** how long were you with General Motors? And highlight the work you did there?

**Beard:** I was there 34 years. Started out on the assembly line. Moved over to the body plant welding parts together, installing doors and windshields. Then moved into positions dealing with safety education and training. Was an instructor dealing with the Hazard Communication Program back in the mid '80s, when everybody had to be informed about the chemicals they were working with and the hazards they presented. Got into quality training to the turn-of-the-century stuff when General Motors decided they needed to begin to copy the Toyota Production System. We had to implement training that would start people thinking differently about their jobs, from mass production to lean production. I played a small part in those efforts along the way.

**Rudolph:** planning commission for the city of Lansing. Out here we are very rural. Any experience with agricultural community?

**Beard:** I grew up in a rural township outside of Lansing. Oneida township was 80 percent farmland. The two acres I grew up on were garden and orchard. My whole family are farmers going back to a homestead in 1869. I'm not unfamiliar with an agricultural community. My cousins are still plowing the dirt out there. Specific experience I've had is where the city of East Lansing through 425 Agreements or 108 Agreements with the surrounding townships brought agricultural land in under their jurisdiction, did a revenue sharing program with them, and spurred development on the city's boundaries. We took land out of agricultural production, land that was going to be developed at some point anyway, but the township wouldn't give the developers what they wanted, so they used the mechanism allowed to them under the 425 Agreement. Listening in to some of the recent conversations about the possibilities of governmental changes here, I have some experience with that. In conclusion, I would say that, as we have recreated here, and as we have come to enjoy this peninsula, the necessity of preserving the agricultural character is paramount. I think that's in line with the master plan and with the planning commission's objectives.

**Shanafelt:** that's a long history of service. Do you still have it in you to continue it?

**Beard:** I find this stuff fascinating. I'm keenly interested in this because I think these things are important. The work the planning commission does in articulating and working towards preserving the community and implementing the values of the community are really critical and underappreciated. If you can stand on your integrity, if you follow the law, follow the code, then I don't think you have to apologize to anyone for the position you take as long as you can defend it under the law.

**Wunsch:** any other questions? We have two open positions. Donna Hornberger is seeking reappointment. Al Couture, who's served on the planning commission for seven or eight years, is not seeking reappointment.

**Cram:** we have two three-year vacancies.

**Rudolph:** all four of these candidates seem qualified. I like the continuity with Donna.

**Sanger:** it's a tough decision. I lean towards a background and experience in immediate capabilities, and in that sense, Kevin's background speaks for itself. This is very difficult. I've known John Snow and his dedication to the township for a long time. I was very impressed with Mr. Craig. Looking at the curriculum vitae, Kevin Beard is someone who will hit the ground landing.

**Board discussion.**

**Sanger moved to nominate Kevin Beard with a second by Shanafelt.**

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

**Rudolph nominated Hornberger with a second by Sanger.**

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

**Wunsch:** I'll now open the interviews for zoning board of appeals [ZBA]. For those of you who did not receive an appointment to the planning commission, I feel that you're both very strong candidates. If you would be interested in serving as alternatives to the zoning board of appeals, I would be very interested in having you serve in those roles.

**Chown:** I second that. I hope you consider it. Would love to have your expertise and assistance in the township.

**Craig:** will consider. Would be happy to help with the zoning and master plan.

**Shanafelt:** how long is the alternate appointment?

**Wunsch:** three years. We have historically drawn folks from the ZBA alternate positions as other spots have opened up. You often know you have someone who is interested.

**Shanafelt:** the roll of the alternate is to step in and function so we have a quorum.

**Cram:** the ZBA has to make motions in the affirmative. It's to the advantage of the applicant to have a full five-member ZBA. If one of the voting members is not available, we always try to fill it with an alternate so the applicant has the advantage to have the variance approved. We can run the meeting with four, but it's preferable to have five.

**Achorn:** there are many times that the alternate needs to be there. Even if they're not on the panel, it's good for them to be in the audience to get a feel for what's going on. I know, John, you spent a lot of time in the ZBA. Mr. Craig, that would be a good way to get to know what is going on and the problems that are happening. That would show you have interest, and when there is an opportunity to move somewhere else in the township, you already have firsthand experience with what is going on.

**Wunsch:** interview with Mike Dunn for the ZBA position.

**Michael Dunn, 19313 Whispering Trail:** I've owned property on the peninsula for 20 years. Have lived here full time for five. My best background feature is, I was the chairman of the zoning board for Caledonia Township. I was on the township board for five years, and I was chairman of the ZBA board for a total of 15 years. Caledonia Township is similar to Old Mission. Still a lot of farming, still a lot of development. The ZBA was a place I loved because we're really a court of appeals. I'm also a lawyer. The court of appeals takes cases, and we listen to the zoning board administrator, and we look for an opinion. We usually followed the opinion. People would come in front of us and say, "We want this ordinance a little bit different." And we would say, "That's really not how this operates." I would guess even though you evaluate every case, it's really the board of "No." Variances are few and far between. You follow the rules that have been set out by the community. Just like with law, court of appeals is extremely tough. Out of all the appeals, probably 98 percent are denied. The zoning board is a specific and fantastic way to give the community a voice, but we have to follow our rules unless there are certain criteria that are really extraordinary. I'm in the legal profession; I wasn't in real estate. I still have a practice, and I practice out of my home, mostly in front of a computer. I'm available.

**Shanafelt:** I'm assuming from what I've seen of the ZBA calendar that it's not as much of a time sink?

**Jenn:** it depends. When we have new applications, sometimes we have multiple meetings. We have had several meetings with no new business. We've been utilizing that opportunity for training. All the ZBA members are conducting training right now through Michigan State Extension.

**Dunn:** also going to visit the sites and see what is going on is critical.

**Rudolph nominated Michael Dunn for the Zoning Board of Appeals with a second by Chown.**

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

**9. Citizen Comments:** none

**10. Board Comments:**

**Shanafelt:** I just want to reiterate that this is difficult. Thank you again, everybody. I really appreciate it.

**Sanger:** I'm impressed with the quality and salute relatively new residents. I realize you have been here for some time, but to step forward is really appreciated.

**Wunsch:** I'm always amazed by the breadth of experience and skill that exists in this little community. Thank you for taking the time to apply and come out this evening.

**11. Adjournment**

**Rudolph moved to adjourn with a second by Shanafelt. Motion approved by consensus**  
Adjourned at 6:59 p.m. U.S.

# PENINSULA TOWNSHIP

13235 Center Road, Traverse City

MI 49686

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

## Township Board Regular Meeting

September 12, 2023, 7:00 p.m.

### Township Hall

### Minutes

1. **Call to Order** by Wunsch at 7:06 p.m.

2. **Pledge**

3. **Roll Call**

Present: Wunsch, Achorn, Sanger, Rudolph, Shanafelt, Chown

4. **Citizen Comments:**

**Louis Santucci, 12602 Center Road:** I want to clear up something I said at the charter meeting. When I said you had already made up your mind, I was implying it seemed you had already made up your mind to go ahead and hold the referendum, not that you have made up your mind as to where you stand on the issue. I've read the law pretty carefully, several times. The point is you don't have to do anything; you could do nothing. Or you could pass a resolution to say you don't want to be a charter township. Or you could pass a resolution saying you want a referendum on it. My preference would be that you do nothing. Instead of doing the referendum, maybe do a survey, pick 200 people at random and mail them to a survey. Putting out a referendum is a lot of work.

**Nancy R. Heller, 3091 Blue Water Road:** my number one comment is again the invoice list. I asked a few months ago for an explanation or a short summary on all the legal costs. In addition, the request by a member of the board under board comments to do a summary to inform Peninsula Township residents of some of the current events. It doesn't have to be long or drawn out. I as a resident don't feel properly informed. I would like to know what's going on. I hope you heard the comments. All the residents are asking. Give us the information. Let us make the decisions. Please take that under consideration. Second thing is under the fee schedule, under "Large event permit private property," I need private property explained to me. Is it churches? Schools? The lighthouse? Library?

5. **Approve Agenda:**

**Chown moved to add new business item 7, follow-up on next steps after informational meeting on charter versus general law forms of government, with a second by Shanafelt.**

**Motion passed by consensus**

**Wunsch:** agenda item number four, we are waiting for legal review to turn over the zoning administrator position to Wikar. Leave as is and table for October meeting.

**Cram:** still navigating whether both [Wikar] and I can be zoning administrators under our current zoning ordinance.

**Shanafelt moved to approve the agenda as amended with a second by Sanger. Motion passed by consensus**

**6. Conflict of Interest:**

**Rudolph:** I have a conflict of interest with item three on the agenda. One of the applicants is a relative.

**7. Consent Agenda:**

1. Invoices (recommend approval)
2. Reports
  - A. Fire Department
  - B. Cash Summary by Fund
3. Minutes from August 7, 2023, Township Board Special Meeting; August 8, 2023, Township Board Regular Meeting; August 17, 2023, Township Board Special Meeting; and August 18, 2023, Township Board Special Meeting
4. *Record-Eagle* article titled "TC rides to top as states Most Bikeable City"
5. Peninsula Township Fire Department Station 1 Open House flyer
6. Correspondence
  - A. Richard and Peggy Townsend

**Chown moved to approve the consent agenda as presented with a second by Rudolph.**

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

**8. Business:**

1. Update from parks committee (Zebell)

**Michele Zebell, 2616 Bowers Harbor Road:** continuing work on the logo. We are proud of our parks and celebrating on September 30. We amended our reservation to include a rain date of October 1 and another pavilion reservation. In the packets you have a flyer/poster that has been posted on the website along with links to various activities that people can sign up for, basic skills training and a free throw competition. It's posted to Nextdoor so folks in the township will have another way to find out about it. Along with what you have in the packet is our activity trail map. It includes the list of places the kids will go, a schedule, a map of the township parks, and the trails at both the state park and Pelizzari. Each participant or family that comes will get one of those papers. It has links to the website so people can access information about our parks. The celebration is a chance for us to recognize people who have done a lot to make these wonderful things happen. It's also a time for us to get together as a community to celebrate our beautiful parks and each other. I encourage you to come. We'll have board games at pavilion one, lawn games, and the park activity trail has a lot of fun things for people to do. The fire department will be there. Last, I want to thank you for the meeting last week. Funding has been an issue and a frustration for the parks committee from the very first day I joined. We have difficulty maintaining the parks with the funding we have. Looking at possible ways to address that funding issue is appreciated.

2. Discussion of Early Voting and Resolution 2023-09-12 #1, Adopting Early Voting Site and Municipal Agreement (Chown)

**Chown:** determining how to administer the constitutionally mandated nine days of early voting that is now required with the passage of Proposal 2022 last November has sent clerks in every township in Michigan into something resembling a tailspin. In the past several weeks, we township clerks in Grand Traverse County have had several emergency meetings. We've had a four-hour focus group session with representatives from the



Michigan Bureau of Elections. We also held our monthly county-wide township clerk's meeting. All of these meetings will continue for the rest of this year and into the new year as we learn how to implement Proposal 22 and begin training our election inspectors. Right now, we have more questions than answers. In my four and a half years as clerk, running two cycles of elections, we've never had an emergency meeting.

Michigan clerks are now tasked with administering three separate election systems for every state and federal election going forward. First is Election Day voting. Second, we have "any reason" mail-in absentee ballot voting. Third is these mandated nine days of early voting. I want to emphasize that Michigan is alone in this. No other state in the United States runs three separate election systems concurrently.

Each township in Michigan has three options. We can choose to administer the nine days on our own as a single municipality. We can create a joint municipal agreement and work together to administer these nine days. Or we can ask the county to run early voting. The clerks in Grand Traverse County have decided to either administer the nine days on their own or join together in two separate groups. After extensive conversations in the county over the last several months, Charter Township of East Bay, Acme Township, Whitewater Township, Union Township, and Peninsula Township agreed that we would like to work together, utilize our combined resources, and create and staff a single collaborative early voting site that would be housed in Charter Township of East Bay. The clerk of East Bay, along with her election commission and board, had a meeting last night and agreed to host this early voting site. These townships, including Peninsula, cannot successfully implement nine days of early voting without a tremendous expenditure of time and resources.

Peninsula Township will still be open for the mandated eight hours per day of the nine days of early voting. We will still be open to register voters, answer questions, and issue and accept absentee ballots. This is a requirement. Prior to the passage of Prop 22, we were open for one eight-hour day prior to Election Day. Collaborating with other municipalities and Grand Traverse County is not a "Get Out of Jail Free" card for Peninsula Township. Nonetheless, this agreement will allow Peninsula Township to meet necessary space and security standards for early voting and also save the township significant money in terms of the number of election inspectors that we need to train and hire to work the nine days, purchase the equipment that we will need, and so on. The municipalities I mentioned will share the cost of the attorney fees that have already been spent to create the municipal agreement and the resolution. Peninsula Township took the lead on that and Fahey Schultz created those documents. The other townships would like to share in the cost of those attorney fees.

We still do not know the dates for the presidential primary. It's either going to be February 27 or March 12, which adds to the overall excitement and angst that we clerks are feeling. Peninsula Township and all the other municipalities will of course be open on Election Day for voting as always, and we will still administer absentee voting as we have done for many years now. We are merely adding another option for people who wish to vote early in the nine days prior to the election. It is my recommendation as your clerk that you authorize me to sign the municipal agreement for election services and that we pass the resolution adopting the early voting site at Charter Township of East Bay and the municipal agreement.

**Rudolph:** if somebody wanted to vote during those nine days of early voting, they would need to go to East Bay. Would we have to have staff there?

**Chown:** yes, the five [municipalities] would be sharing the staffing needs.

**Rudolph:** we would have a representative there. The other thing is, you had a list of equipment. Do we pay for that?

**Chown:** that remains to be seen. What I wrote was a narrative justifying the early voting grant funds. All the townships have been asked to create this narrative. The Bureau of Elections and the state of Michigan have not yet been able to determine how much money they will be reimbursing municipalities. Our advice from the county was to carefully consider what we needed in order to administer these nine days. A lot of the equipment cannot be used on Election Day. It has to be completely separate for a variety of reasons. We may not get another chance to write a grant and order equipment that we're going to need. We're trying to err on the side of caution and get what we think we're going to need going forward at least throughout this next year. We were told that there will be some reimbursement; we don't know how much.

**Shanafelt:** regardless, this is now the law. Essentially everything remains the same except that there's another option for voting. And the reason we're not doing it in Peninsula Township and our regular precincts is simply an infrastructure issue.

**Chown:** infrastructure and, by extension, security.

**Shanafelt:** cost as well. Collectively getting together provides another opportunity to vote and in a relatively cost-efficient manner.

**Wunsch:** you're basically creating an expanded number of days when people can come in to register to vote, request an absentee ballot, or do no-reason absentee voting in person. But we'll have an offsite location for anyone who wants to stick their ballot into the machine. The absentee ballots can be cast in the township hall, submitted to the clerk, and then they're opened and tabulated on Election Day. Whereas with early voting, you'll put the ballot into the machine and it will tabulate it same day.

**Chown:** almost correct. You're right about the absentee ballot going forward. A person can have that ballot and go to the early voting site and feed it into the tabulator. That's brand new. It's been expressly illegal to do that before. Up until until now, if an individual came to a precinct on Election Day with their absentee ballot, they were told to bring it to our drop box or directly hand it to me in the clerk's office. The precincts wouldn't accept it because there's no guarantee, if they're busy, that they're going to be able to get it to me and I can get it to my absentee voter counting board before 8:00 p.m. to get it tabulated. So now an individual who wishes to feed their absentee ballot into a tabulator would do that during Early Voting or, I think, although this question has not been answered yet, on Election Day in their precinct. That's one of the questions we're waiting to have confirmed. We're all being told to be patient, yet we have deadlines.

**Shanafelt:** basically, this law passed for a variety of reasons, but in essence it gives citizens greater flexibility in how we want to vote while keeping all the things we had in the past. With added flexibility comes complexity, hence the issues you're facing here and the necessity for having a shared location.

**Sanger:** other townships in our county are clustering?

**Chown:** several would like to, yes. Long Lake Township is hoping to work with either

Garfield or possibly Green Lake. Some of the others are just trying to figure it out.

**Sanger:** what is the deadline?

**Chown:** we have to have our information to [the county clerk] the end of this month. Whitewater is hoping to pass the municipal agreement this evening; East Bay did last night. I think the others are next week.

I do have one correction. In the agreement, on page two, under 1.8, it's the section called "QVF Controller." In the second line, it says "QVF administrator." Need to change "Administrator" to "Controller." That's a correction I will make.

**Achorn:** where is that?

**Chown:** page 2 of the agreement for election services.

**Wunsch:** it looks like the way the resolution is structured, we can adopt and [Chown] will have the ability to make those minor edits. We don't need to amend the documentation.

**Shanafelt moved to adopt resolution 2023-09-12 with a second by Rudolph.**

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

**Shanafelt:** thank you, Becky, for all this extra, unexpected labor.

**Chown:** I've been going and coming. If you're looking for me and I'm not here, I'm in town meeting with the clerks. I want to give a giant shout out to East Bay. I cannot emphasize enough how gracious they have been to allow the small municipalities to do this. They've welcomed us with open arms. Thank you, Sue Courtade and the entire board.

3. Recommendation for filling empty trustee seat (Wunsch)

**Wunsch moved to recuse Rudolph with a second by Chown.** **Passed by consensus**

**Wunsch:** we had three good candidates for the open trustee slot, Julie Alexander, Maura Sanders, and Robert Bonhag. After considering their application materials and what I know about each candidate, I recommend we appoint Maura Sanders to the township board.

**Sanger:** I suggest for the public that you review that you are statutorily allowed to make this recommendation. We should restate that tonight for those listening here.

**Wunsch:** the most streamlined process for a new trustee appointment is for me as the supervisor to review applications and make a recommendation to the board. If the board agrees with my assessment, you may move to support the approval of my recommended replacement for the vacant trustee position. If you disagree with me, you may turn my choice down and open up an interview process. For transparency, we included all the application materials in the packet. At our last regular meeting, we decided I would bring a recommendation forward to the board.

**Shanafelt:** for transparency, what led you to recommend Maura?

**Wunsch:** her recent election by the township board. She served as a trustee relatively recently; we know the community placed trust in her as a township trustee. While we can't generate a pulse of where the community is right now, the support for her candidacy when she ran initially was strong enough that I felt comfortable.

**Shanafelt:** in addition to her experience.

**Chown:** that was 2016? Yes.

**Achorn:** I was on that same slate of candidates running for election. I worked with Maura probably from February 2016 through to the election, then afterward when she was on the board. I agree with the recommendation.

**Sanger:** I have similar experience participating in that preparatory work to that election. I

know very well her qualifications. Again, we have someone stepping forward in the community who has both the experience and the qualifications to land on her feet. **Sanger moved to appoint Maura Sanders to the township board with a second by Shanafelt.**

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

**Sanger moved to bring Rudolph back with a second by Shanafelt. Passed by consensus**

**Chown:** I will swear Sanders in before we head into closed session.

**Wunsch:** thank you all for applying for the position. I appreciate your willingness to serve, the time you put into submitting application materials, and the time you've put into coming this evening. I felt all three of you were good candidates. It was a difficult choice.

4. Authorize Nicholas Wikar as Peninsula Zoning Administrator (Cram)

**Chown moved to table business item four until the next regular board meeting with a second by Sanger. Motion passed by consensus**

5. Large event permit fees (Cram)

**Cram:** on May 9, we updated our permit fees. Generally, they were updated by 20 percent to reflect inflation and increased costs. Our goal is to cover staff resources to process these applications and issue or deny the permits. The large event fees were increased beyond that 20 percent. After we increased those fees, we heard from several nonprofits that participate in races here on the peninsula. We had a presentation from the Bayshore [Marathon] to help us understand that, in addition to hosting those events, these nonprofits give considerably back to the community. The large increase in the application fee and the cost per participant would hinder their ability to give back. I paid close attention to that. I looked at what other municipalities are doing with regard to large events and event fees. I propose that we look at the 20 percent increase. That would bring it to \$650. Likewise, rather than going from a rather abrupt increase of \$1 per participant to [\$5] that we go to \$2 per participant. The thought behind the participant fee is to provide a public benefit in exchange for the constraints the event puts on the community. That fee goes into our parks fund. It is consistent with what other municipalities are doing, and it will still cover staff costs for processing these permits. Based on our discussions with the recent large event application that came before you, we realized the time it takes to process a large event application for an event happening on private property is less than what we commit to races. With the races, you have to coordinate safety with police and fire. We are looking at covering our costs, but we want to reduce the permit fee for a large event taking place on private property. To answer Mrs. Heller's question, the large event ordinance says any large event that has 250 people, either on private property or on public property, requires they go through the large event process. St. Joseph church is on private property.

**Wunsch:** do we consider the library private property? Are we looking at other governmental entities that aren't township owned as private?

**Cram:** yes. The library would be considered private property. If they have more than 250 people at an event, they go through the large event process.

**Wunsch:** public properties would be either roads or parks that the township owns that the parks [committee] allows an event on but where we're incurring public safety costs.

**Cram:** our parks ordinance addresses how those large event permits and processes take

place.

**Shanafelt:** “races” is a very specific term.

**Cram:** we could make it less specific. Use “public property” instead. I used “Races” because it is specific. It’s the only large event where we would have the per-participant fee.

**Shanafelt:** the Freedom Run was not a race or a competition yet they would have been using public property. We need to capture that because it's a potential future thing. I appreciate, sort of, reducing the per person fee for the non-profits. The presumption there is the non-profit organizations give back to the communities in which these events occur. What about a for-profit? We need a distinction there. Want to look forward and make sure when we do run into a situation where we're faced with a conundrum, we have something in place with guardrails we can act within.

**Cram:** I propose another line item to distinguish that the \$2 per participant is for an established 501(c)(3) non-profit. For a for-profit, the price would be \$5 per participant.

**Shanafelt:** I would go higher personally.

**Wunsch:** is that legal?

**Patterson:** I think you can make some delineation. When we were looking at the parish's application, we discussed returning to the ordinance and whether we wanted to adopt potential exemptions or a streamlined process for certain types of applicants. Instead of fee waivers or reductions, go back to your large event ordinance.

**Cram:** I still want to revisit the ordinance. But in the meantime, this provides us a solution that was discussed before the board with regard to St. Joseph's application. I have informed them of this change. They are excited about it and I think it would work. My goal is to cover the operational costs and this accomplishes that.

**Chown:** the \$2 per participant fee for nonprofits covers staff time?

**Cram:** the permit application fee covers staff time. The cost per person is a nexus that goes to public benefit.

**Chown:** I didn't feel we were reactionary when we changed the participant fee to \$5. I want to be careful not to be reactionary and go too low.

**Sanger:** want to cover costs. We're not talking fully accounted costs, we're talking about incremental costs. Fully accounted would account for property buildings, all expenses that are not normal payroll-related costs. When we discussed this one big event, it ties up the whole peninsula on one of the three major summer holidays for almost the entire day. There is a cost of not being able to use the roads. I don't think we are exorbitant at the \$5 fee given what the entry fee is for a runner. At \$2, we're hoping to be one of those charities that this nonprofit is giving away to and that is not guaranteed.

**Ahorn:** has not been in the past either. Over the years we've asked for an increase in this participant fee. This year we finally got it down in writing, and I am not in favor of changing it. The parks need that income, and this is a major revenue source for the parks. This is the only way we can get reimbursed for use of the peninsula.

**Sanger:** Bowers Harbor Park is now a staging ground for two of these races. Who paid for the expansion of Bowers Harbor Park? We did. We need to recover that cost somehow.

**Chown:** I feel sympathetic to the TC Track Club that the difference between the \$1 per-person fee and \$5 was a tremendous shock. But I feel \$2 isn't enough. I wasn't necessarily thinking we should stick with \$5, but it sounds like the board would prefer that.

**Shanafelt:** I still think it should be \$10.

**Achorn:** initially we were thinking \$8 and we went down to \$5.

**Shanafelt:** the issue is, regardless of for-profit or non-profit, it causes issues on the peninsula. In the context of the fee an individual registering pays, this is nominal. \$5 is nothing. It could be \$10 and it would still be nothing in the context of the fees they pay. I would argue to make it \$10. I'm absolutely opposed to reducing it from five.

**Achorn:** I agree with you.

**Wunsch:** I'm concerned it appears we are a bit erratic with the 500 percent increase in one year. Because we work with these nonprofits that have relatively fixed annual budgets, I'd rather see us add incrementally rather than 500 percent in one year.

**Shanafelt:** I would use the example of the change in our charge for water service. That was unchanged for 20 years and should have gone up regularly.

**Cram:** based on this feedback, I would like to come back with a revision that clarifies the nonprofit version.

**Shanafelt:** I don't think you need to do that if we keep the fee at \$5.

**Cram:** I'll change the \$2 per person back to \$5 and move forward.

**Wunsch:** is that the pleasure of the rest of the board?

**Rudolph:** I'm not sure the township benefits from these kinds of events. I don't have a problem with keeping it at \$5. We talked about this earlier and agreed to go to that.

**Sanger:** I'm comfortable too. We've given them adequate notice. We're getting feedback, but I don't want to be compromised by the feedback. We need to recover more than just the incremental costs. We still have cost recovery going on. Incremental cost recovery is something we need fully accounted.

**Wunsch:** balance your costs against your user fees. What's the right fee for us to charge in order to get that public benefit?

**Shanafelt:** they are using the peninsula for purposes that are not directly benefiting the peninsula. I came up with \$10 is because it goes a long way to meeting the parks minimal operational budget. I can live with \$5. And to your point, we can gradually increase if we need to. I don't think \$5 should impact their ability to operate these events.

**Cram:** I appreciate the discussion on this. We are trying to keep these permit fees updated and reasonable so we're covering our expenses and to provide some public benefit for peninsula residents.

**Sanger:** typically, a municipality would set a fee like this because we're benefiting, say businesses, but that's not what we need in this township. I go back to the need to take care of our parks.

**Wunsch:** Traverse City tourism is making more off Bayshore than Peninsula Township is. The \$5 fee is impactful to the parks but is it workable for the folks who are doing these races?

**Cram:** that's why it was proposed originally, but I also found the presentation that the Bayshore made compelling as well as hearing from the other race organizers.

**Achorn:** if you will note, there was only a \$25,000 donation made to the township in all the years. Although they talked a lot about donating here and there, that does not benefit Peninsula Township.

**Rudolph:** that doesn't benefit residents, the ones who are being disturbed by these

activities.

**Chown:** when the TC Track Club gave the township that original \$25,000 grant, before I was clerk, was a grant request filled out?

**Achorn:** it was a match and the township had to put up \$25,000. That was used for Bowers Harbor Park expansion.

**Chown:** but nobody on staff or the board filled out a grant request and submitted it?

**Achorn:** no.

**Chown:** I am pretty sure in the last couple of years they've gone exclusively to that. I'm in the process of writing a grant request right now to the TC Track Club. They now work with the Grand Traverse Regional Community Foundation; I believe that's how all their philanthropic dollars are distributed.

**Achorn:** it could have been done orally, not in writing, and then the paperwork came in.

**Sanger:** staying with our \$5 fee, that's a given. You can apply for the grant and that's an unknown. That troubles me.

**Chown:** approximately 8,000 runners at \$5 apiece; that's \$40,000. That's a lot of money in a park system of 823 acres. We own or manage seven parks. And we have a budget of just slightly more than \$200,000 a year to take care of them.

**Shanafelt:** when I was on the parks committee, we didn't even come close to receiving our minimum budget to operate.

**Achorn:** we are getting it from ARPA, the tower fund, and the cable fund, not from outside.

**Wunsch:** there's a lot of feedback for [Cram] to incorporate into some changes. I'll look for a motion to table and then bring this back up at our October meeting?

**Sanger:** we have an application to which you have conveyed a lower fee. If we table, what will that do to that communication?

**Chown:** I think it will be after their event.

**Wunsch:** let's look at approving what we have before us tonight effective immediately following adoption and you can bring the proposed changes back. Could move to strike the amended \$2 fee so we don't have to have this conversation again?

**Shanafelt moved to keep the \$5 participant fee with a second by Sanger. Motion passed by consensus**

**Shanafelt moved to approve the revised fee schedule for large events at \$600 and the private property large event fee at \$150 with a second by Rudolph. Motion passed by consensus**

6. Peninsula Community Library event and raffle form (Cram)

**Cram:** Friends of the Peninsula Community Library is hosting a fundraiser event, Cheese, Chocolate, and Chardonnay, to benefit the library on Sunday, October 15, 2023, from 2:00–5:00 p.m. A copy of the event brochure was included in your packet. The proposed number of participants is 75. A large event permit is not required. The proposed event does not conflict with their special use permit approval for SUP #128 or sections 8.1 and 8.6 of the zoning ordinance. Those sections of the zoning ordinance don't provide standards for how these types of uses are conducted. We should update our zoning ordinance to provide those types of standards. It doesn't have to be extensive. How many people they can have associated with the parking provided on the property, the water

capacity, those types of things. When these types of events that are appropriate for churches and libraries and schools and things are happening outdoors, we have the same considerations of neighbors and reducing negative impacts to adjacent properties.

The event includes a 50/50 raffle. The Michigan legislature requires the local governing body to approve and sign a resolution authorizing the charitable gaming license. The resolution is included in the packet for reference. There is someone here to answer any questions about the event and the raffle. Staff recommends you make a motion to approve the attached resolution and authorize the clerk to sign it.

**Sanger:** this is required for any organization having a raffle to sell tickets.

**Rudolph:** at the Legion Hall when we do our dinners, we have a 50/50 drawing. Does that mean we need to have one of these resolutions as well?

**Cram:** you might need that. We could look into that and assist you.

**Sanger moved to approve the State of Michigan Charitable Gaming Division Local Governing Body Resolution for Charitable Gaming Licenses for the Peninsula Community Library with a second by Rudolph.**

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

7. Update on next steps after informational meeting on charter versus general law forms of township government.

**Shanafelt:** that was a cogent presentation on the facts around charter township. We essentially have three groups. One group is opposed to any kind of increase in taxes. Another group essentially proposed governing by referendum. The last group supported the charter township question. Another point that came up was, what would the ideal government structure look like and what would be needed to operate effectively and efficiently in Peninsula Township? We're moving forward with working on a build-out of understanding what it is we need to operate well. The idea is not to build big government but to understand how we as a township should be constructed to best meet the needs of the community. We could convene an ad hoc committee of both residents and board members. Then we would have an idea of what funding we have today and how close we are to meeting this idealized goal.

**Wunsch:** it's a tall order, but if there are people in the community who have the skill set necessary to do a bit of strategic planning work, absolutely.

**Shanafelt:** the first step is information gathering.

**Wunsch:** then create an ad hoc committee to engage in some strategic planning and visioning for the township.

**Shanafelt:** that'll be the fun part. Think about not what we are today but where we want to be.

**Wunsch:** I would encourage some expediency. Have a vision for where we want to be by late 2023 or early 2024.

**Achorn:** could your request for the ad hoc committee be put on the website?

**Shanafelt:** let's think about what we want to put up on the website.

8. Litigation update (Chris Patterson from Fahey Schultz Burzych Rhodes)

**Patterson:** the Hidden Ridge case was dismissed without prejudice. The Family Orchard case is pending. The second case, Villa Mari LLC, is pending in local circuit court. Litigation is being handled by insurance defense counsel. It's proceeding through discovery and



remains pending. The winery litigation has concluded the discovery phase. The parties are filing dispositive motions. This allows the case to get more focused as you would present for trial. The way the case is going, many more motions will be filed. The deadline is, I think, the first week of October. After October, the next currently scheduled date is the last week of April, the trial, in 2024.

Regarding settlement discussions, all the parties were scheduled to go to Grand Rapids as part of a mediation settlement conference with the magistrate judge, who the parties have engaged with previously. Many of the board members did go to Grand Rapids and participated in that settlement conference, which I think shows the interest of the township in wanting to work with everybody and get this resolved. No immediate resolution was reached, but we are working with some representatives and the judge to see how we can continue those informal conversations. A further mediation process can continue through October. By the time we meet again, we will know the full extent of motions that have been filed in the cases. If there is continued informal mediation, we can provide an update on how logistically that has been accomplished so far.

**Wunsch:** as is our habit, if there aren't any objections, before we move into closed session, we'll have citizen comments.

#### 9. Citizen Comments:

**TJ Andrews, 690 Webster Street:** I'm your county commissioner, Grand Traverse County. I want to mention two topics about resources that were significantly impacted by COVID. Very different topics but similar to thread. The first is parks. At every township board meeting, there's a discussion around the demand on township parks. I do believe the county will be considering a request from Peninsula Township for an ongoing multi-year allocation from the county budget to the township to support parks. The township is asking for \$25,000 for the next several years. It would be in consideration of the fact that the township hosts substantial park resources and the people who use those resources don't tend to consider whether those are township parks or county parks.

The second topic is the Pavilions, another resource in our community substantially impacted by COVID. COVID hit assisted living facilities hard. People are finding ways to not send their loved ones there, and, as a result, that community resource has been substantially under census and revenues have been way below the necessity to break even. It's been operating at a deficit that's been increasing substantially. There's an all-hands-on-deck effort to get that resource back on track to be the type of facility this community needs. Anybody who needs assisted living is never turned away. That is what we get with a county-run medical facility, a high level of care and high level of Medicaid patients in those facilities. I'm now going to become the board of commission liaison to the Pavilions board. I'm also on the ad hoc committee that's working on that issue from the county perspective.

10. Closed session with township legal counsel to discuss trial and/or settlement strategy in connection with the *Family Orchards* and *Mari Vineyards v Peninsula Township* and township board lawsuits with the township's insurance-appointed attorney pursuant to MCL 15.268(1) and MCL 15.243(1)(g), as an open meeting would have a detrimental financial effect on the litigating or settlement position of the township (Wunsch)

Achorn moved to go into closed session with township legal counsel to discuss trial and/or settlement strategy in connection with the *Family Orchards* and *Mari Vineyards v Peninsula Township* and township board lawsuits with the township's insurance-appointed attorney pursuant to MCL 15.268(1)(e) and MCL 15.243(1)(g), as an open meeting would have a detrimental financial effect on the litigating or settlement position of the township at 8:47 p.m. with a second by Sanger.

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

Chown moved to return from closed session at 9:29 p.m. with a second by Rudolph.

Achorn absence excused.

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

#### 11. Board Comments:

**Sanders:** I'm pleased to be back and excited to serve.

**Sanger:** I'm impressed with Grant Parsons' comment that we've been elected to lead and make decisions. He used the phrase "control by referendum..."

**Shanafelt:** "government by referendum..."

**Sanger:** which we don't want to do.

**Wunsch:** talk to the clerks who are hosting multiple emergency meetings.

**Shanafelt:** it's infeasible.

**Chown:** it's tremendously inefficient. You recognize the need, but then you've got this immense delay in order to get it on the ballot.

**Sanger:** Joe Gorka, who is a township resident, has a piece in the *Gazette* this week; his comments are right on track. Joe has the experience. He was a supervisor downstate.

**Chown:** I have comments from Joe that he submitted too late to put in this packet, but they'll be in the next one.

**Wunsch:** it's a lot of work to go through strategic planning, figuring out the ideal structure for the township and budget allocations for things that keep coming up like parks, public roadway infrastructure, basic operations. I keep hearing people say, "Just settle the lawsuit and end the legal costs." I think we know that is not, from a purely financial standpoint, a good outcome for the residents.

**Chown:** it might even be infeasible.

**Wunsch:** to the extent that we can look at some of those from a scenario planning standpoint and project what the costs organizationally are, could we get the attorneys to commit to what the lifespan of this looks like? It would be constructive to look at our budget. If we had the power to, without going through this analysis, I can say pretty confidently I wouldn't support going all the way up to five mills.

**Shanafelt:** we have to understand first why we need it. That's the purpose of this exercise, what we need today. But I think our task is to figure out what we want to look like in a decade plus and how we get there.

**Wunsch:** to imagine we had the capacity to fund the higher level is constructive for the community trying to make this decision.

**Chown:** the parks committee has already done the funding feasibility study. That material is there. Has to be updated with current costs.

**Shanafelt:** when I was there?

**Chown:** 2021. That immense work is done. What's left is roads and staffing.

**Sanger:** comparing us to the charter townships, the metrics of the population that lead to demand for services, we have a facility issue facing us. We don't have room for another employee in that building. My concern is about the vulnerability of our township records. If this was our business plan, what are we doing for safeguarding? What it spells is a need for more people.

**Shanafelt:** certainly more people and budget to bring in outside people.

**Sanger:** something that became clear when I read Gorka's comments is that we have three trustees who are full time. Look at what is piled on your backs in terms of additional work. Anything that comes along gets piled on the backs of the statutory duties of the clerk, the treasurer, and the supervisor. It's too much to ask at times.

**Chown:** Maura, did you have a chance to watch that meeting?

**Sanders:** I watched it on YouTube. I don't know if you keep the metrics for every town board meeting, who logs in and watches. There are a lot of people watching. A lot of interest even though people aren't ready to chime in and say anything. To your new ad hoc committee, [Wunsch] and I talked about this maybe a year ago. I reached out with some thoughts about efficiency and streamlining processes. There are plenty of people in this township, if you get the right group that can work well together, who can save us money because we won't have to go out and get paid services. These folks are professionals and want to help.

**Wunsch:** the three officers have inherited statutory responsibilities. There's also just the baggage that comes along with the way the township has operated for the last 100 plus years. It would be useful to have someone look at what does it really look like.

**Shanafelt:** right, if we were to go from scratch, what would we really do?

**Wunsch:** in my business, you have to make decisions about whether you are doing things because you've always done it that way. As a manager, you take over a system and continue it. You make improvements around the edges but it's helpful to have outside eyes come in.

**Sanders:** knowing you don't know what your end state is supposed to look like but knowing we need to get better. That's where the outside eyes really help.

**Chown:** objectivity.

**Sanger:** we have a model in front of us, our fire department and chief. We all know what the fire department was 10 years ago, and look at it today. It's a good example of bringing in a professional and fresh ideas. He was able to make major changes. I sat on the fire board 12 years ago, and talking about converting from volunteer to full time was like saying we were going to close the township down. Thanks to [Chief Gilstorff's] professionalism and leadership, I'm proud of our fire department and EMS operations today.

**Rudolph:** a lot of people don't realize the pressures that are building out here. That came through with one of the slides Bill Fahey had that showed new home construction out here. Look at what has happened just in the last year. We're on a path where we might be looking at a thousand new homes within the decade. The demand is on our staff to manage that.

**Sanger:** the easy-to-build lots were purchased a long time ago. The non-desirable lots are all we have left. They take more staff time.

**Rudolph:** the more development you have, the more demand on resources. It's easy and cheap to run a farm community, but more residents demanding services gets more expensive and harder to manage. We've got to do something better than what we are now.

**Shanafelt:** we are not strictly an agricultural community today.

**Wunsch:** while the look and feel is agricultural, the types of developments we have with new residents who have the ability to do whatever they need to put what they want on these less desirable lots means there are major complications with every land use permit being issued out here. The design side of our local building community has figured out how to push things to the absolute limit of our zoning ordinance. We are spending a lot of time checking to make sure that what an architect submits is actually in compliance. Because there's so many parameters that are right up against the edge, it places the types of resource demands on us that we would have if we had a busy downtown area.

**Shanafelt:** it's only going to get worse. The number of individuals who have financial resources is only going to increase.

**Wunsch:** we've been in a tough position for the last few months. We're getting a lot of negative feedback from contractors and developers because we uncovered some issues with zoning administration, and the prerogative for the last couple of quarters has been to make sure we're doing things right. Things are taking longer.

**Shanafelt:** quality over quantity is in our master plan. If you're getting complaints about speed, we're following the master plan to preserve the character of the community. You can have people complain to me; I'd be more than happy to talk to them.

**Wunsch:** remember your staff gets worried about that. I remind them that doing it right is more important.

**Shanafelt:** I think we as trustees are in complete alignment around that.

**Sanders:** I always encourage the staff and tell them they're doing a great job because they are.

**Wunsch:** a great job in tough circumstances.

## 12. Adjournment

**Sanders moved to adjourn with a second by Sanger. Motion approved by consensus**  
**Adjourned at 9:48 p.m.**

# Open House Flyer



**Peninsula Twp. Fire Department**  
**Station 1 Open house**

**October 14<sup>th</sup>, 2023. 11am – 2pm**



**Come see the fire station located at 14247 Center Rd. There will be food, trucks, staff, activities for kids, fire safety talks, station tours, drone demonstration, bounce house and much more!!!!!!**

**Stop by and say hello to your firefighters, enjoy a hot dog and check out our house.**

# PowerPoint Slides

**Fahey Schultz  
Burzych Rhodes**

EXPERT COUNSEL



REAL SOLUTIONS

# Deliberating *Charter Township Status:* *Frequently Asked Questions*

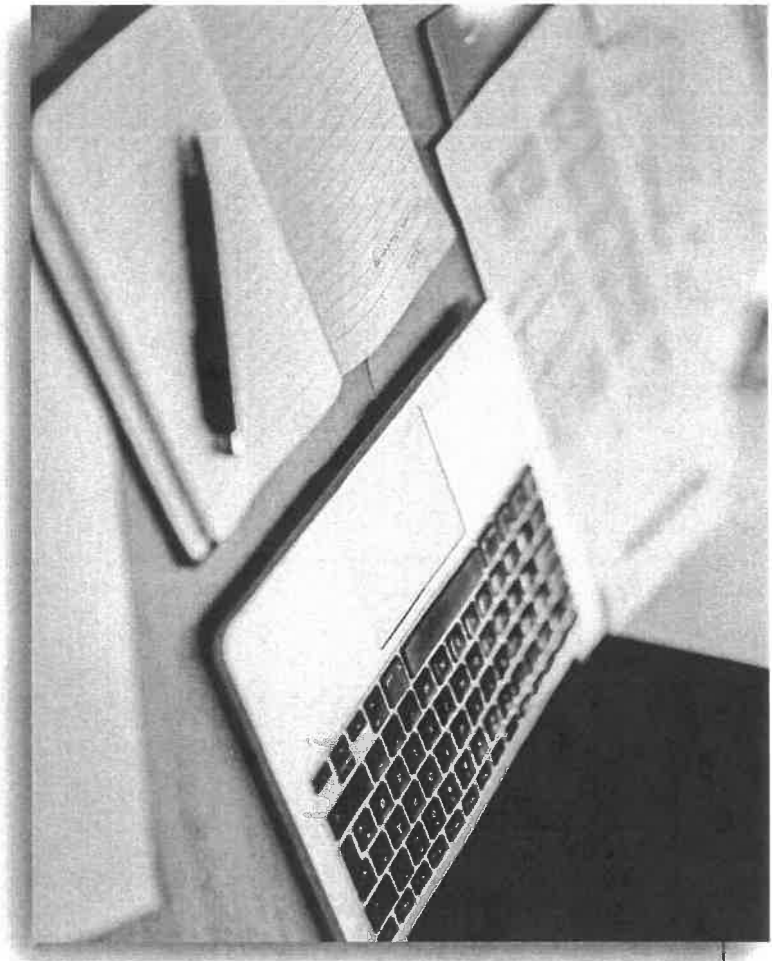
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ATTORNEYS WILLIAM FAHEY & CHRIS PATTERSON

**FAHEY SCHULTZ BURZYCH RHODES PLC**

PENINSULA TOWNSHIP BOARD





# Presentation Goals

1. What is a charter township?
2. Annexation as a Charter Township vs General Law Township
3. Taxation as a Charter Township vs. General Law Township
4. Additional Differences in Organization Structure

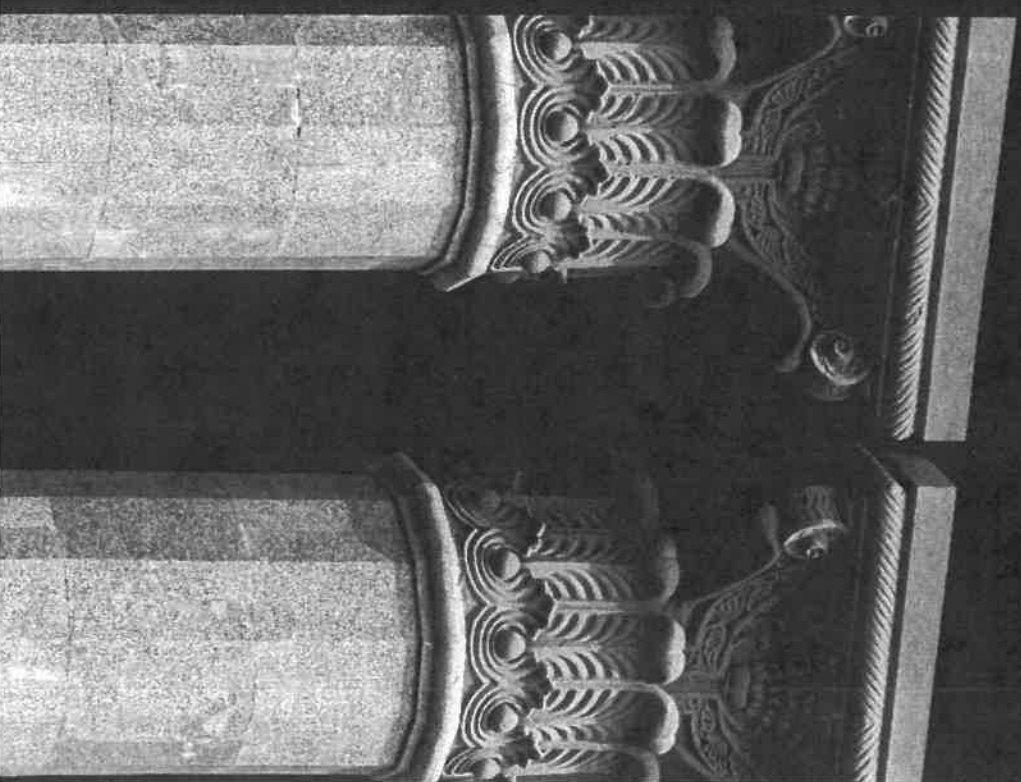


# What is a charter township?

Established by Act 359 of 1947, the Michigan Charter Township Act enables townships with 2,000 or more inhabitants to incorporate as a charter township (MCL 42.1).

The charter township form of government was created during a time when population density was extending beyond cities. The historical expectation was that charter townships would serve as a means of transitioning from the rural, general law township to the urban, city form of government.

To accomplish these goals, two objections we listed were an important component-raising tax revenue and organizational structure for administering additional services



# What stays the same? (required)

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Both charter and general law townships are required to perform many of the same tasks, including:

1. Assessing
2. Election administration
3. Tax collection
4. Board meetings
5. Compliance with the Open Meetings Act and FOIA
6. Compliance with the Uniform Budgeting and Accounting Act and Revised Municipal Finance Act.



# What stays the same? (permissive)

Both charter and general law townships perform additional permissive functions, which are equally applicable:

1. Law enforcement, fire and EMS service,
2. Water and sewer systems, roads and sidewalks, public improvements, solid waste disposal,
3. Libraries, parks and recreation, public transportation,
4. Land use management including planning or zoning, and
5. Traffic regulations, police power ordinance authority.



# What stays the same? (permissive) cont.

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Additional permissive functions are:

1. Hiring of additional township officials and employees,
2. Historical preservation, economic development,
3. Purchases and leasing of property,
4. Youth centers & senior programming,
5. Newsletters and advertising, promotion of agricultural extension work,
6. Defense of public officials, interlocal agreements under the Urban Cooperation Act, and
7. General contracting and much more.



# Three Primary Differences

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There are three primary “differences” identified between general law and charter townships.

1. The “protections” against annexation by neighboring cities;
2. Increased taxing authority; and
3. Organizational structure options.



# Consideration #1: Annexation

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1. Most annexations occur under the Home Rule City Act, Act 279 of 1909, by filing a petition with the State Boundary Commission ("SBC").
2. If the petition is valid, the SBC holds a public hearing.
3. Notice to property owners located within the area to be transferred and property owners. See MCL 117.9.
4. If more than 100 people residing in the area approved for annexation, the SBC's approval is subject to a referendum. MCL 117.9(5).
5. The referendum then takes place "in each area from which a valid petition was filed."



## Annexation, cont'd.

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1. The original intent was for charter townships to be preserved from annexation;
2. The prohibition on annexation of charter township territory has been narrowed significantly over time—now imposing only an alternative process.
3. The CTA contains standards that must be satisfied for a charter township to have “additional protections” from annexation.
4. With respect to the standards, a township must provide more than minimum service to obtain the protection, *Shelby Charter Twp. v. State Boundary Comm'n*, 425 Mich. 50 (1986).





# Annexation Standards

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To receive “additional protection” a charter township must satisfy the following:

- State equalized valuation of not less than \$25,000,000.00.
- Minimum population density of 150 persons per square mile.
- Provides fire protection service.
- Comprehensive zoning ordinance / master plan.
- Provides solid waste disposal services to township residents.
- Provides water or sewer services, or both, by contract or otherwise.
- Provides police protection through contract with the sheriff in addition to normal sheriff patrol, through an intergovernmental contract, or through its own police department.

MCL 42.34.



# Annexation Remains Possible

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- Subsection (2) permits the State Boundary Commission to initiate annexation procedures to eliminate free standing islands of the township completely surrounded by an annexing city, or to straighten or align the exterior boundaries of the city or village in a manner that the charter township and city or village contain uniform straight boundaries wherever possible. MCL 42.34;
- Subsection (8) would allow a boundary adjustment by resolution of each municipality, following notice to the public and a public hearing.
- The CTA provides that an annexation may occur upon the filing of a petition signed by 20% of the registered electors in the area to be annexed and approved by a majority of the electors voting on the question in the municipality to which the property is to be annexed and the portion of the township to be annexed. MCL 42.34.



# Consideration #2 - Taxation

General Law	Charter
Article IX, Section 6 of the Michigan Constitution imposes a tax limitation allowing a total of 15/18 mills, except that the qualified voters may approve a fixed millage not to exceed 50 mills.	Under the CTA, charter townships may levy taxes not to exceed ½ of 1% of assessed valuation of property subject to taxation (5-mill charter millage), or up to 1% of assessed valuation (10-mill charter millage) with voter approval.
Of this, at least 1 mill is allocated to the general law township.	



# Township's Current Property Taxation

SUMMER		WINTER	
4.7268	COUNTY	0.0370	ANIMAL CONTRO
6.0000	STATE ED	0.4739	COA
1.0288	NMC-OPERATING	0.0945	COA-SENIOR CE
18.0000	TCAPS-OPERATI	0.0958	CONSERVATION
3.1000	TCAPS-DEBT	0.9734	ROAD COM
2.8871	NORTH ED.	0.1135	VETERANS
0.4788	BATA	1.0286	NMC-OPERATING
18.0000	SCHOOL OPER F	0.9044	LIBRARY-OPER
		0.6151	PENINSULA-OPE
		2.6000	FIRE S/A
		0.2300	POLICE
		2.0000	DEVELOPMENT P
36.2215	TOTAL TAXES	9.1662	TOTAL TAXES
	ADMIN FEE		ADMIN FEE
	TOTAL W/ADMIN		TOTAL W/ADMIN
	3,877.87		981.29
	38.77		9.81
	3,916.64		991.10



## Taxation, cont'd.

---

- Charter townships are authorized to levy 5 mills if they became charter townships. *Oshtemo Charter Twp v Kalamazoo Co*, 339 Mich App 87; 981 NW2d 176 (2021).
- A charter township can levy up to 10 mills by either a vote of an additional 5 mills of general operating or with extra-voted millages. MCL 42.27.
- Charter townships will maintain the 5 mills indefinitely.
- An extra-voted millage or general law township fixed millage will have an expiration and must be periodically renewed (not to exceed 20 years).



# Township's Taxation v. Other Local Units

Township	School District	Total PRE Millage Rate	2022 Total Township Taxable Valuation
Acme	Elk Rapids	25.4856	403,191,453
	Traverse City Public	26.9056	
Blair	TC Public	27.6475	379,468,860
	Kingsley	24.5475	
East Bay *	TC Public	26.6397	698,763,510
Fife Lake	Kingsley	24.8942	67,523,214
	Forest Area	27.4323	
	Manton	33.1115	
Garfield *	TC Public	27.0226	1,116,102,804
Grant	Benzie	24.171	64,368,020
	TC Public	24.4126	
	Buckley	25.6126	
	Kingsley	21.3126	
Green Lake	TC Public	25.9562	348,826,414
	Buckley	27.1562	
	Kingsley	22.8562	
Long Lake *	TC Public	25.474	623,794,658
Mayfield	Buckley	26.1222	73,168,179
	Kingsley	21.8222	
Paradise	Kingsley	23.3536	164,464,221
Peninsula	TC Public	27.3877	868,584,749
Union	TC Public	23.1169	32,058,950
	Kingsley	20.0169	
	Forest Area	22.555	
Whitewater	Elk Rapids	23.5327	247,801,662
	TC Public	24.9527	
Traverse City*	TC Public	36.5114	1,343,175,669

\* Charter Township

25.5559 <= Avg  
25.4740 <=Median

# Homes built between 2000-2010 = 394  
# Homes built between 2011-2020 = 291  
# Homes built between 2021-2022= 921



# Consideration #3: Organizational Structure

---

- General Law and Charter Townships:
  - In both, the Township Board directs policy for the Township.
  - In both, the Township Supervisor is a member of the Township Board.
  - In both, the Township Board can employ a township manager to whom authority may be delegated.
- Charter Township:
  - 42.5: must have a 7-member board (supervisor, clerk, treasurer, 4 trustees)
  - Supervisor has greater authority over day-to-day township operations
  - The Township Board is authorized to hire a superintendent to whom authority may be delegated (similar to a township manager). Boards may, upon supervisor/superintendent recommendation, create new officers as necessary.





# Where are taxes going?

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- Numerous items that are set forth in GTC local units' budgets and audits, but main ticket items are as follows:
  - Police
  - Fire/Ambulance
  - Parks
  - Recreation
  - General operating (staff/administration/supplies/elections/training)
  - Zoning/Planning
- Peninsula Township is unique in its fire special assessment and PDR development rights program



# Other Considerations

	General Law	Charter Township
Fiscal Year	April 1-March 31 or July 1 to June 30	January 1-December 31 or April 1-March 31 Annual audit required
Board Composition	Five-member board (seven-member after population of 5,000/3,000 electors)	Seven-member board
Supervisor, Superintendent, and Manager	Township supervisor; may hire a township manager to fulfill duties delegated by the Township Board	Expanded role of the supervisor and/or hire a township superintendent or township manager to fulfill statutory duties and those delegated by the Township Board
Additional Officials	May employ directors and other officials to address varying needed roles in the township (e.g., zoning, planning, parks, public works)	May employ directors and other officials to address varying needed roles in the township (e.g., zoning, planning, parks, public works)



# Other Considerations

	General Law	Charter Township
Board Meetings	Required to meet once every three months, additional times as necessary	Required to meet at least once a month
Additional Funding	May bond and issue ad valorem special assessments (e.g., fire, parks, roads).	May bond and issue ad valorem special assessments (e.g., fire, parks, roads).
Police and Fire	May have police/fire department (officers appointed, hired, and fired by township board)	May have police/fire department (officers appointed by supervisor/superintendent if delegated; township board hires/fires)
Property	May purchase, sell, or lease real or personal property without voter authorization.	May purchase, sell, or lease real or personal property without voter authorization.



# Summary Overview of Primary Differences

General Law		Charter
Annexation	<ul style="list-style-type: none"> <li>Most annexations occur through State Boundary Commission proceedings, with include public hearings, notice, written decisions.</li> </ul>	<ul style="list-style-type: none"> <li>No extra protection unless all standards satisfied under MCL 42.34;</li> <li>Even if protection is afforded, not absolute and can still be subject to state boundary commission proceedings to eliminate "islands" or straighten/align boundaries;</li> <li>Grants ability for registered electors to petition for annexation upon signature of 20% of the registered electors in the area to be annexed, to be voted on by those electors in the annexed area and the annexing municipality.</li> </ul>
Millage	15-18 mills/dollar; may be expanded up to 50 mills by vote	½ of 1% of property value ("5-mill limit"); electors may authorize up to 1% ("10-mill limit")
Organizational Structure	5-7 member board Supervisor and manager	7-member board Superintendent authorized to be assigned part or all of Supervisor duties

# Questions

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William K. Fahey

Christopher S. Patterson

Fahey Schultz Burzych Rhodes PLC

4151 Okemos Rd., Okemos, MI 48864

Tel: 517-381-0100

[cpatterson@fsbriaw.com](mailto:cpatterson@fsbriaw.com)

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



# **Ticker Articles**

## Becky Chown

**From:** info=traverseticker.com@mg.traverseticker.com on behalf of Traverse Ticker  
<info@traverseticker.com>  
**Sent:** Tuesday, September 19, 2023 4:09 AM  
**To:** Becky Chown  
**Subject:** Tuesday Ticker: A New Peninsula Township?

Welcome to Traverse City Ticker!



to help protect your privacy, Outlook prevented automatic download of some pictures in this message.



September 19, 2023



# Peninsula Township Explores Becoming Charter Township

By Beth Milligan



Peninsula Township is exploring the possibility of becoming a charter township – following in the steps of East Bay, Garfield, Long Lake, and approximately 10 percent of Michigan’s other townships that have pursued the designation, which offers additional powers to support growing communities compared to general law townships. Peninsula Township trustees recently held a public informational session to explain the differences, with multiple trustees saying Peninsula Township’s current model is not producing enough revenue or staff to keep up with growing service demands.

Trustees invited attorneys Chris Patterson and Bill Fahey from Fahey Schultz Burzych Rhodes to discuss township models at a September 7 special meeting at St. Joseph Catholic Church. Michigan has 1,240 townships, [according to the Michigan Townships Association \(MTA\)](#). Approximately 139 of those are charter townships. Charter townships were created in the late 1940s by Michigan lawmakers as a special classification for communities that are growing in size, falling somewhere between a rural township and a city.

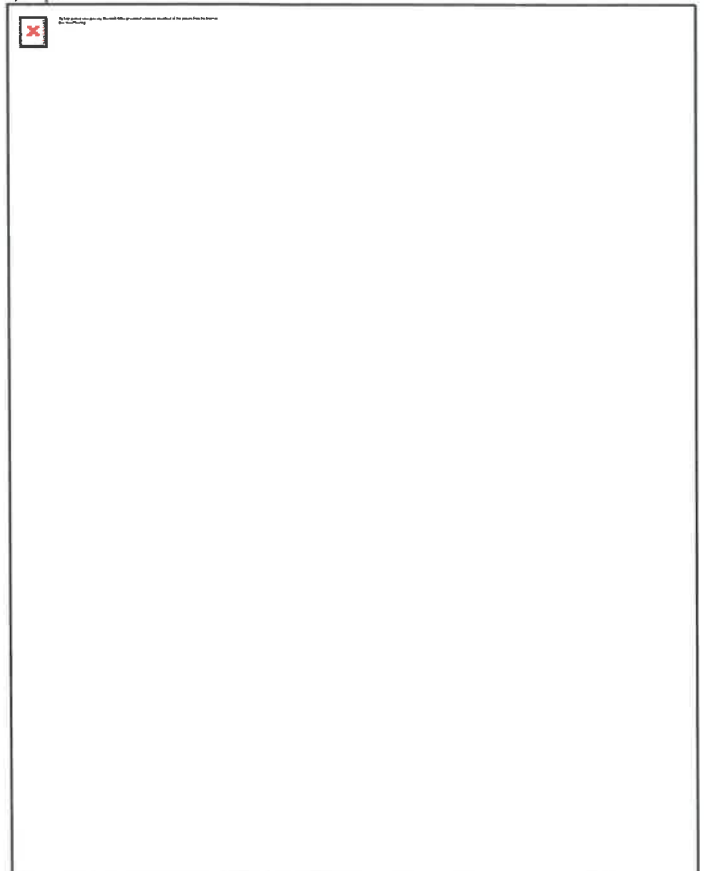
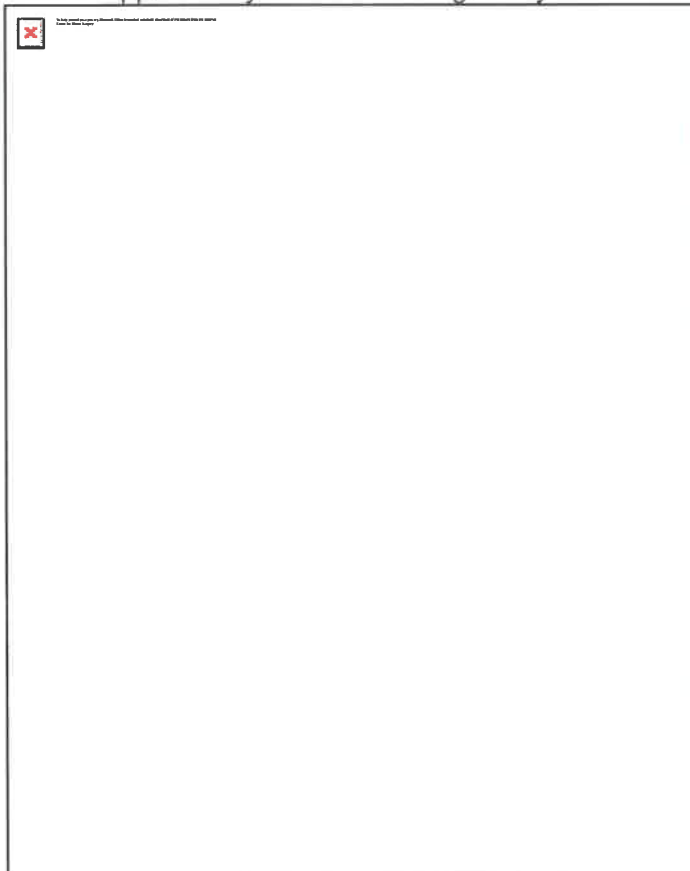
“A lot of the things about a charter township are going to be exactly the same as a general law township,” Fahey explained in his presentation. Both kinds of townships can assess properties, administer elections, collect taxes, hold board meetings, have their own law enforcement/fire/EMS departments, operate water and sewer systems,

engage in planning and zoning, hire employees, purchase and lease property, engage in economic development, and run programs like parks and recreation, youth centers, senior programming, and libraries.

But there are three key differences, Fahey said. The first relates to annexation. Charter townships were originally created in part to help protect townships from being annexed by neighboring cities. Peninsula Township trustees – and Grand Traverse County Commissioner T.J. Andrews, who represents the township as part of her district – said there have been no discussions or plans about the City of Traverse City annexing any part of Peninsula Township. Still, being a charter township often provides greater protection against annexation than being a general law township, attorneys said.

Taxation is one of the biggest differences. According to the MTA, state laws limit the amount of property tax millage townships can level for general township operations. “General law townships are allocated at least 1 mill from the constitutionally limited 15/18 mills allocated among townships, the county, public schools, and the intermediate school district,” according to the MTA. In contrast, charter townships can levy up to 5 mills. They don’t have to levy that much, Patterson emphasized, but they do have the right to maintain up to 5 mills indefinitely once they’re chartered. They can also levy up to 10 mills total if voters approve either an additional 5 mills of general operating millage or other extra millages.

That ability for Peninsula Township to levy up to 5 mills – compared to its 0.6151 general operating millage today, the result of Headlee rollbacks to its 1 mill – without a vote concerned some residents, who compared it to taxation without representation. However, Patterson noted that becoming a charter township requires voter approval. “The voters would have to approve the question of incorporating,” he said. That vote is the method by which residents give authority to Peninsula Township to levy up to five mills under its new classification, he said. Voters would also have to approve any additional millages beyond that 5 mills, up to a total 10 mills.





The third key difference is the organizational structure. In both models, the township board sets township policy, has the township supervisor serve on the board, and can employ a manager. But in a charter township, the board can hire a superintendent (similar to a township manager) and designate more duties and responsibilities to that individual. They could, for instance, assign some responsibilities of other township elected officials to the superintendent. Trustees can't do that in a general law township unless those elected officials agree to the reassignment of duties. The additional revenues generated by higher mills often help pay for more staff and professional services to assist with township growth, attorneys said.

In addition to Township Supervisor Isaiah Wunsch, Township Clerk Becky Chown, and Township Treasurer Marge Achorn, Peninsula Township has six full-time and four-part time employees, Chown said. The result of that small staff is that the township is "incredibly reliant" on volunteers to help with vital upkeep like parks maintenance, according to Chown. "It's insufficient," she said. "We cannot keep up with the infrastructure needs at our parks...they are decaying. We have tremendous needs that we cannot take care of with our current funding mechanism."

Chown said that also applies to township road maintenance. Peninsula Township right now often can't generate enough revenue to provide required matches to the Grand Traverse County Road Commission for local road projects. Chown cited [Bluff Road](#) as one example of a project that could benefit from higher matching township funds.

Township Trustee Armen Shanafelt agreed the township's budget is "not even close to sufficient to (run) it effectively in a professional manner." Shanafelt said he wants an "efficient," not "bloated," governance model, but noted current service demands are pushing a small group of individuals far beyond their official duties and capacities. He also wondered if more adequate funding could someday support larger-scale township projects, like burying electrical underground lines so Peninsula Township doesn't continue to suffer repeated power outages. Residents at the session expressed mixed feelings, with some adamantly opposed – citing fears about the impacts of higher taxes, particularly on older residents with fixed incomes – and others vocalizing wary curiosity or a desire for more information. Several residents suggested that if Peninsula Township needs more revenue or staff to meet demands, trustees should detail those needs in a proposal with cost estimates and a recommended staffing structure attached. It might be that those needs could be met through a millage request or some other formula, they said, or a stronger case could be made to voters on incorporating with more data.

"What you need to tell us as residents is why we need to be thinking about changing," said Wes Cowan. "If you need more money from the citizens to run the township efficiently, you must tell us why you need that money." Robert Stovall agreed. "Get your organization laid out how you think you want it to look like, and then present it to us again and let us take another bite at the apple," he said.

Chown said she was interested in putting a charter proposal on the November 2024 ballot, provided enough trustees and residents seemed supportive. Such a proposal could be put on the ballot either through a township board vote or by a petition of residents. Ahead of such action, Chown agreed it would be good for trustees to create a proposal that outlines township needs and costs. She suggested a community ad hoc committee be formed to study the issue further. "I think it's incumbent upon us to explore, because we are in trouble financially in Peninsula Township," she said. "Things are falling apart. We need more resources."

## Becky Chown





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**From:** info=traverseticker.com@mg.traverseticker.com on behalf of Traverse Ticker  
<info@traverseticker.com>  
**Sent:** Wednesday, September 27, 2023 4:08 AM  
**To:** Becky Chown  
**Subject:** Wednesday Ticker: Parks Projects & Remote Work

Welcome to Traverse City Ticker!



# GT County Commissioners Approve Peninsula Parks Funding, Remote Work Policy

By Beth Milligan    

Grand Traverse County commissioners have agreed to provide \$125,000 in funding support for Peninsula Township parks, with \$25,000 annually set to go to capital improvement projects on Old Mission over the next five years. Commissioners approved the allocation at their most recent meeting, where they also approved an updated remote work policy for county employees – though not all commissioners and employees are happy about the change.

## Peninsula Township Parks Funding

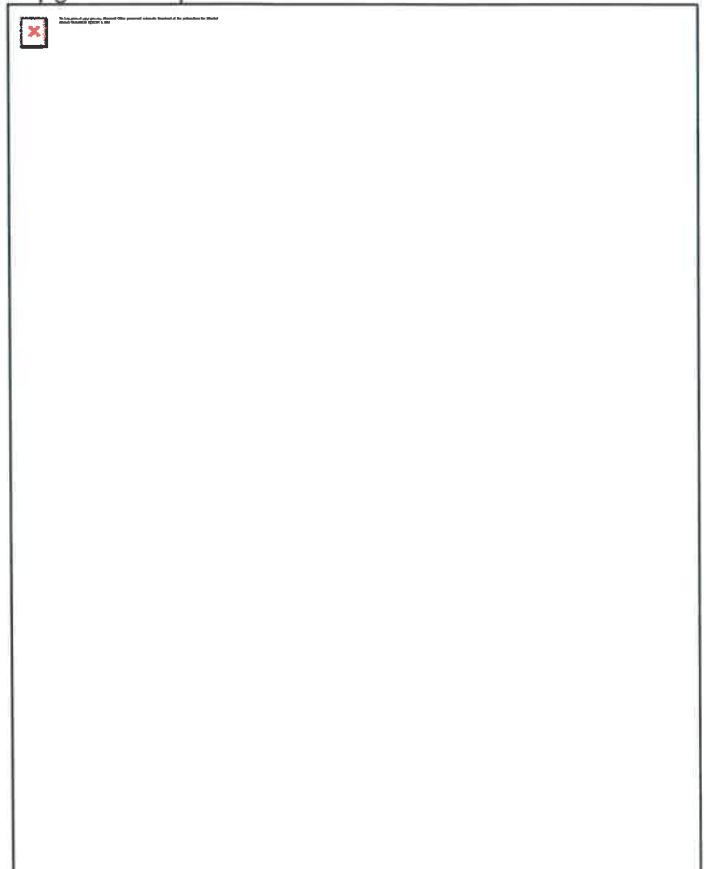
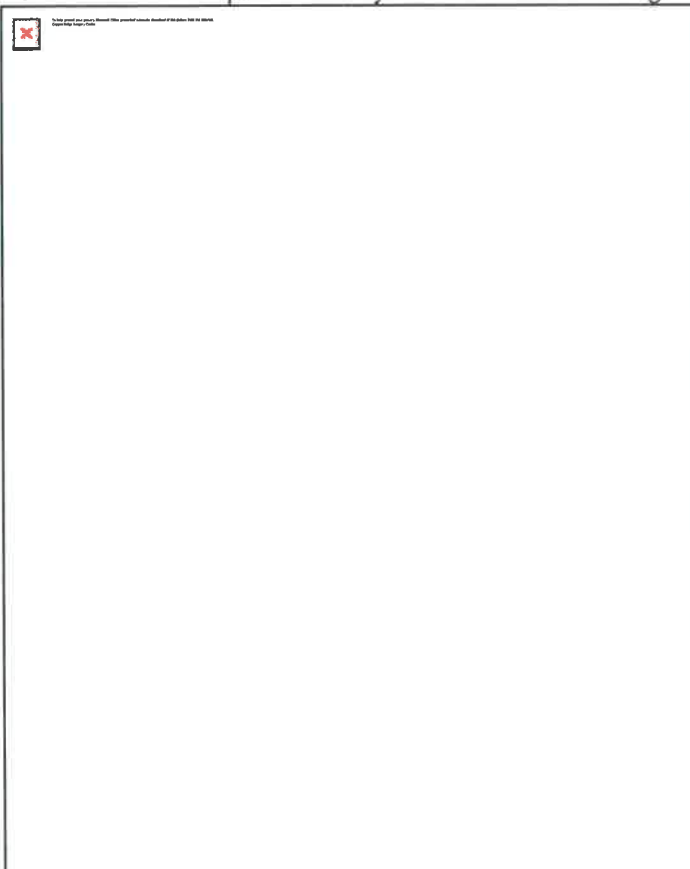
Peninsula Township is set to receive a funding boost for the next five years as it looks to tackle improvement projects in its seven major parks. Township Supervisor Isaiah Wunsch and Township Clerk Becky Chown appeared before county commissioners to request \$125,000 in support over the next five years as the township works to manage 823 acres of public recreational land and facilities in the county's northernmost reach. According to a memo from Peninsula Township trustees, only a "tiny portion of taxes collected from township residents remain accessible to the township, with most going to education and county services. More specifically, Peninsula Township currently keeps a mere 1.357 percent of the property taxes it collects for township

administration. By contrast, the township is the third-largest contributor to property taxes in Grand Traverse County (14 percent)."

Trustees said that Peninsula Township's "miniscule" parks budget – \$211,900 in fiscal year 2023-2024 – is "insufficient to make necessary capital improvements at its numerous and diverse parks. As was the case throughout Grand Traverse County and beyond, the COVID-19 pandemic saw astronomically increased parks usage that has not let up. These resource burdens come without a corresponding influx of resources to manage them." Wunsch said Peninsula Township's [exploration of becoming a charter township](#) could eventually provide more funding for parks, though that effort would require the approval of township voters and would likely not appear on the ballot until November 2024 at the earliest.

There is precedent for Grand Traverse County supporting township parks, trustees said. The county provides \$20,000 annually to the village of Kingsley to support Civic Center South, and county commissioners recently [agreed to give Twin Lakes Park to Long Lake Township](#) and provide financial support for its upkeep. Commission Chair Rob Hentschel said that while county funding support won't always be available for township parks "if things get tight," Peninsula Township's request was reasonable "considering the other allocations" the county makes to local jurisdictions.

Chown cited several projects in the pipeline for Peninsula Township, including a possible addition at Pelizzari Natural Area and an elevated universally accessible boardwalk through the old hemlock forest on that property, a new boat launch planned for Kelley Park, and trail expansion and educational signage at Bowers Harbor Park. Private donations have helped cover other recent improvements, such as new pickleball courts at Bowers Harbor Park. The township and county are also collaborating on campground improvements on Power Island.



While commissioners approved the Peninsula Township allocation unanimously, Commissioner Ashlea Walter pointed out that \$25,000 annually is a “drop in the bucket” toward major capital improvement projects. She suggested commissioners also look at increasing county parks funding during the next budget process. “We have a lot of work to do on our own parks,” she said. Parks and Recreation Director John Chase confirmed that was the case, stating there is an estimated \$9 million backlog in infrastructure upgrades needed across the county’s nine parks and 1,400 acres of parkland.

### **Remote Work Policy**

In a split 6-3 vote along partisan lines – with Democrats Walter, TJ Andrews, and Lauren Flynn opposed – commissioners updated Grand Traverse County’s remote work policy for employees. The tightened policy now requires department head and HR approval on a case-by-case basis for employees who want to work from home. County Administrator Nate Alger said the previous policy – established during the pandemic when employees were categorized as essential or non-essential under federal guidelines, with non-essential employees able to work remotely – was too lax. Some Grand Traverse County employees are working out of state at this point, Alger said, and there are significant differences between departments in how staff are approved for remote work. Zoom meetings between employees also aren’t as effective as in-person meetings, Alger said.

Noting that Grand Traverse County is trying to be a “twenty-first-century employer of choice,” Walter worried that the stricter rules represented a “step backward” in talent recruitment and retention. Employers today need to “offer more flexibility,” she said. Andrews said department head approval alone should be sufficient for approving remote work, questioning why HR should get involved. County HR Director Donna Kinsey said she would be involved when longer-term remote working situations are proposed, but not for short-term situations.

Other commissioners supported the change, saying it was important for workers to be in person. Some said they’d be fine with eliminating remote work altogether, but considered the policy a fair compromise. Alger acknowledged that employees who are working remotely now “aren’t happy” about the new policy, but said it would provide more accountability and consistency across the county. “We feel like we need the control,” he said. “We need to tighten it up a little bit.”

*Pictured (l-r): Bowers Harbor Park, Peninsula Township parks map, Kelley Park*



# **Letter Accepting the Donation of Pickleball Courts**

# PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686  
www.peninsulatownship.com

ISAIAH S. WUNSCH  
SUPERVISOR

REBECCA CHOWN  
CLERK

MARGARET ACHORN  
TREASURER

W. WILLIAM RUDOLPH  
TRUSTEE

DAVID K. SANGER  
TRUSTEE

ARMEN SHANAFELT  
TRUSTEE

MAURA SANDERS  
TRUSTEE

September 26, 2023

Dear Bowers Harbor Pickleball Association,

Peninsula Township is pleased to accept the donation of six state-of-the-art pickleball courts to our premier recreational park, Bowers Harbor Park. With play already occurring on the courts, we trust that you are completely satisfied with their construction, as are we.

Thank you for your immense fundraising efforts. We are thrilled for your members as well as everyone else who will benefit from the addition of these courts today and for many decades to come. Please go ahead and cut the check to Elmer's.

Sincerely,

Handwritten signatures of Becky Chown and Margaret Achorn. The signature of Becky Chown is on the left, and the signature of Margaret Achorn is on the right.

Becky Chown, clerk, and Marge Achorn, Treasurer

# **Preliminary Analysis of Peninsula Township Organizational Structure and Functions**

**October 10, 2023**

**Report: Preliminary Analysis of Peninsula Township Organizational Structure and Functions**  
**AB Shanafelt**

These last weeks have been largely spent gathering information to understand the current state of the organizational structure and functions in Peninsula Township as a precursor to defining a future state that enables the township to effectively administer its governmental responsibilities.

The elected officers, supervisor, clerk, and treasurer, all have specific statutory responsibilities, some of which can be delegated to others. As we are currently a general law township, which is the least expansive of government systems in Michigan, delegation across these offices has occurred over time in order to try to manage the increasing work flow demanded by the community. Additionally, there has also been an “organic” expansion of activities taken on by each of these offices over time as the complexities of running what once was a largely agriculturally-driven municipality have evolved into what we are today, a structurally and demographically diverse township with a broad range of community needs.

The next page outlines, at a high level, the functions each office currently engages in, followed by an aspirational view of the functions each office would administer in a more ideal state. Notably, the current head count of Peninsula Township, 6 full-time (FT) and 8 part-time (PT) employees, not counting the three officers, is largely insufficient to meet demands (several of our FT, salaried employees regularly work 50-60 hours/week, with 12-14-hour work days more a norm than an exception). As an example, planning and zoning currently have 2 FT and 3 PT employees. In the current environment, an appropriate number would be 5 FT and 2.5 PT employees. Related to this, continued work to improve the zoning ordinances and their administration requires individuals to dedicate time and access resources to make this a reality, neither of which we have given the ongoing demands placed on this department by the community.

Additional roles not explicitly captured in the next page could include project management (e.g., for parks, implementation of strategic initiatives, grants, etc.), finance (strategic planning, etc.), and a township manager to serve as the individual responsible for operations for the township government.

Next steps are to gather additional information regarding:

- Personnel needs in the township to effectively administer current responsibilities
- Identifying functions that can be outsourced effectively
- Determining key roles that are needed to fulfill future community expectations
- Formalizing the ad hoc committee and identifying areas for which external support would enable its work
- Identifying appropriate consultant(s), and their engagement, to create a roadmap to an effective government structure



**Current Structure**  
**(Functions acquired over time)**

**Supervisor**

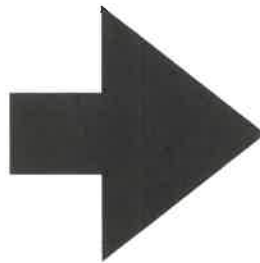
- Township board chair
- Planning/zoning enforcement
- Assessor (SD)
- Budgeting (SD)
- Fire
- Police
- External relations
  - Constituents
  - Other government bodies
- Facilities
- IT
- Legal (SD)

**Clerk**

- Township board (SD)
- Deputy clerk (SD)
- Elections (SD)
- Accounts payable (SD)
- Payroll (SD)
- General ledger (SD)
- Township records (SD)
- **HR**
  - Onboarding/outboarding
  - Insurance – employee health
  - Pension
- Insurance - TWP liability
- External relations
- Parks
- Cemeteries
- Grants
- Newsletter
- Budgeting
- FOIA

**Treasurer**

- Township board
- Deputy treasurer
- Treasury functions (SD)
- Tax collection (SD)
- **Budget**
- **Finance functions**
  - Accounts receivable (SD)
  - Bookkeeping
- **Audit**



**Potential Future Structure**  
**(Functions reallocated)**

**Supervisor**

- Township board chair
- Planning/zoning enforcement
- Assessor
- **Finance**
  - **Forecasting**
  - **Budgets**
  - **Insurance – TWP liability**
  - **Audit**
- **FOIA**
- Fire
- Police
- External relations
  - Constituents
  - Other government bodies
- Facilities
- IT
- Legal

**Clerk**

- Township board
- Deputy clerk
- Elections
- Accounts payable
- Payroll
- General ledger
- Township records
- HR
  - Onboarding/outboarding
  - Insurance – employee health
  - Pension
- Newsletter
- Parks
- Cemeteries
- Grants

**Treasurer**

- Township board
- Deputy treasurer
- Treasury functions
- Tax collection
- Accounts receivable
- Bookkeeping

# **PSA from League of Women Voters**



PRESS RELEASE

September 27, 2023

## **What's the Latest Stink About Regulation of Septic Systems?**

October 17, 2023

In partnership with Traverse Area District Library and Traverse Area Community Media, the League of Women Voters of The Grand Traverse Area will present a panel discussion focused on the damage to our groundwater caused by leaking septic systems. Did you know that Michigan is the ONLY state without a statewide septic code? The program will take place on Tuesday, October 17, 2023, from 12:00 noon to 1:30 PM.

The program can be attended in several ways:

- In person at the Traverse Area District Library, 610 Woodmere, Traverse City, Michigan
- Traverse Area Community Media website livestream, [www.TACM.tv/CommunityTvNow](http://www.TACM.tv/CommunityTvNow)
- Community TV Channel 189 with Spectrum TV in northwest lower Michigan.

Our lakes, streams, and groundwater are being contaminated by septic system failure. Ordinances regulating septic systems have been passed in several Michigan townships & counties including Leelanau County and Torch Lake Township (Antrim Co.) There are bills before the Michigan Legislature (HB4479 & HB 4490) which propose to regulate them. It is important that we understand the relationship between our septic system use and our groundwater so we can protect our groundwater.

Panelists will be:

Tricia Denton, President of the Leelanau LWV who helped pass legislation in Leelanau County  
Seth Phillips, Kalkaska Co. Drain Commissioner and Director of the Michigan Resources Stewards, who will help us understand the proposed State legislation.

Beth Clawson, MSU Extension program agricultural educator who speaks on septic system maintenance for the homeowner.

LWVGTA offers programs and forums in face-to-face and virtual formats. Thank you to TACM and to TADL for assisting our community in expanding and strengthening citizen access.

The LWV is a national, nonpartisan organization whose main mission is to empower and inform voters and to defend Democracy. The League neither endorses nor opposes candidates or parties, but encourages the informed and active participation of all citizens in government. The League works to increase public understanding of public policy issues, and influences public policy through education and advocacy. The website of the local league is [www.lwvgta.org](http://www.lwvgta.org).

###

# Correspondence

## Becky Chown

---

**From:** Joe Gorka <joewgorka@gmail.com>  
**Sent:** Wednesday, September 6, 2023 11:18 AM  
**To:** Becky Chown  
**Subject:** Considering Charter Township Status

Robin,

Please add this letter into the record for tomorrow's Board Meeting at St. Joseph's, even though I intend to return from a medical appointment downstate on the afternoon of 7th for the meeting.

"Going to Charter Township status may  
Improve Roads and Services."

As a Community, Old Mission Peninsula  
residents have an important information  
meeting coming up this Thursday evening  
7 pm at St. Joseph's.

Our Township attorneys from Fahey, a  
well respected law firm statewide, will  
present a comparison and offer  
discussion of the General Law and Charter  
Township forms of local government.

Currently, Peninsula Township is a General  
Law Township. This structure of local  
government was created shortly after  
Michigan became a State in 1837. It  
functions well for Michigan Townships  
with smaller populations and smaller  
state equalized values. General Law  
Township structure was established when  
State laws and court decisions regulating  
authorities and operations of Michigan  
townships were much simpler.

In my case, I served In a northern Oakland  
County rural General Law township in a  
number of capacities and was mentored  
for almost 15 years by a working  
Township Supervisor, Collin Walls, to  
learn modern township management and  
become a Township Supervisor. Half of

the time I served Springfield, we were a General Law Township , the last half the time served was after we changed form into a Charter Township. I early advocated with Collin the change into Charter status. The conversion to Charter was smooth.

This newer alternative form called Charter Township structure was created by the Charter Township Act in the late 1940's as more townships across the state grew in population with growing need for services, as an option for townships wanting to remain a township, and not incorporate into a Home Rule city or village government.

Cities and Villages have much higher taxation powers, and many have millage rates above 15 mills without a vote of the electorate.

Charter Townships have a maximum limit of 5 mills without an authorization by voters. General Law townships can raise taxes up to the Headlee limit, which is restricted by the budget reducing effects of the Headlee Amendment.

Both General Law and Charter Townships can hire a Manager or a Superintendent to take on duties which Township Supervisors in smaller townships usually serve.

As Townships grow in population and values, services and legal requirements become more complex, and a working Supervisor in larger townships is becoming a rare bird due to the time and training requirement for modern township management competence. As daily operating matters become more complex, a township supervisor - Charter or General - has to keep up, or the Board often hires a trained and experienced professional Township Manager for effective management..

In no case does a Township Manager replace the authority and function of the Zoning Ordinance, its Administration, the Planning Commission, the Board of

Appeals, Assessing, or the  
Parks Commission.

When we moved to Saugatuck, a General  
Law Township, I found myself becoming  
the township supervisor within 3 years, as  
a result of the training with Collin Walls

As good as our progress was in Saugatuck  
with improving roads, water and sewer  
utilities, parks, police, and zoning , I often  
looked at the job Rob Manigold did for  
our Peninsula Township and remarked to  
Rob I couldn't competently do his  
supervisor job due to the size , number of  
various meetings and complexity of issues  
facing Peninsula Township. The same is  
true for Isaiah today, he is a remarkably  
talented , perceptive and trained  
supervisor excelling in the tough job he  
stepped up to when Rob retired.

If Isaiah were to leave, it seems there are  
very few , if any among us who could fill  
those supervisor's shoes competently.  
General or Charter, we would likely be  
looking at a professional Manager in the  
absence of the competent working  
Supervisor.

Experiencing and participating in this  
informational meeting , as OMP's body of  
residents, let's keep an open mind to  
learn both the complexities of modern  
township management and whether  
going to Charter status will open new  
possibilities to maintain and improve our  
quality of life on the Peninsula.

One likely example for an improvement  
associated with going to Charter status  
would be to secure increased services  
OMP receives from the Grand Traverse  
Road Commission. Along with my  
neighbors, I've been involved in a series  
of largely unsuccessful struggles with the  
GT Road Commission to save trees  
during paving projects , improve visibility,  
pedestrian and bicycle safety and obtain  
time and money commitments to repair  
OMP roadways.

The Peninsula can improve our footing dealing with the GTCRC. Currently we send them a mandatory one mil of our taxes for roads due to the county voters' passage of the county-wide road millage. If our township State Equalized Value is \$1 Billion, that's \$1 million the Peninsula sends down to the Road Commission, every year this county approved millage is in effect.

Do we see anything close to 1/2 or 1/4 or even 1/10th of that \$1 million figure being spent annually by GTCRC on our OMP roads?

With extra road funds coming from Charter status or a successful multi-year OMP dedicated Road Millage, we can offer GTCRC a 25% to 50% share of costs and we would have a real seat at the table with the Road Commission to schedule road improvements, set paving and striping specifications for saving trees and improving conditions for our pedestrian and bicycle users. We found this the case in Saugatuck, when we could offer the Road Commission a 25% to 50% cost sharing from a dedicated Road Fund. The roadway improvements were visible and this millage was very popular. The Township Board signed off on all Work Orders setting specifics for improvements and timing.

In the case of Old Mission Peninsula, we can recapture much of the \$1 million we are forced to send GTCRC every year, by a small new additional investment millage in our roads. The way we sit now, OMP gets much closer to zero than the \$1 million dollars cycled back from GTCRC every year. By offering them 50 cents, we can get 50 cents returned of our county millage to spend on our roads here, and our east - west roads especially need the attention.

We've had some struggles which are anomalies in the past few years; like with the WOMP litigation, working to figure out the true motives and best solutions for the WOMP lawsuit .



I believe these matters are separate from making a decision on the long term structure of the government that will serve us.

Let's go into this for an education. I imagine this question will not be settled this year, we as OMP residents are in for a period of study and reflection as a community before any vote is taken..

Joe Gorka  
Peninsula Township

Joe Gorka  
JoeWGorka@gmail.com

## Becky Chown

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**From:** S Odgers <odgers\_s@yahoo.com>  
**Sent:** Tuesday, September 19, 2023 8:56 PM  
**To:** Becky Chown; Isaiah Wunsch  
**Subject:** For GTC 9/20/23. Let me know you received this. Susan

For Becky and Isiah:  
9/20/23

Dear Becky and Isiah:

I am familiar with your grant application to ensure that our parks are accessible to everyone. Since 2008, I've written a local newspaper column around health, seniors, and disability. More than forty thousand people regularly read my column and outdoor recreation is a popular topic.

I'll leave you with a quote that I think gets at what all of the GTC commissioners want for our community.

A local couple with several children told me about their six-year-old daughter who uses a wheelchair full-time. On Sundays after church, the family likes to explore area parks. As they approach each new park, their six-year-old always asks "Is this a park for everybody? Even me?"

Wouldn't it be great if our answer to this child and all people, was unequivocally, "Yes!"

Sent from Yahoo Mail on Android

# Business

# **Parks Committee Update**



# Peninsula Parks Committee Report

October 2023

**Park Logo:** As you can see, a decision was reached! The logo is not only beautiful but it captures the range of activities and varied natural settings of our lovely parks.

**Park Signage:** The parks committee requested that the GTRLC design signage for Pelizzari Natural Area that would serve the dual purpose of fulfilling signage needs at PNA while providing the prototype for our other parks. Not pictured are the additional interpretive and wayfinding signs GTRLC also designed. The committee will use this model to create signage specific to each park's characteristics. We greatly appreciate our partnership with the conservancy at PNA and their wonderful work to create very attractive and informative signage.



**Park Celebration:** The celebration on Saturday, September 30, was wonderful. The weather, athletic activities, scavenger hunt, trail walk, competitions, ribbon cuttings, fire department, and local apples made for a fun afternoon and successful event. We estimate 300 people were in attendance as participants, volunteers, and presenters. As you can see, the number of people and businesses who assisted was substantial. Of special note are the apple donations by Johnson, Manigold, and Wunsch farms, the beautiful table of snacks donated by the Old Mission Peninsula United Methodist Church, the 32 passes to Pirate's Cove donated by Brad Graft and Jeff Graft, and many community volunteers, including the Bowers Harbor Pickleball Association, township staff, and members of the celebration and parks committees. It was such fun to watch the activities and see so many residents visiting and enjoying the park!



**Decals, Clings, and T-Shirts:** Utilizing the Old Mission Scenic Trail artwork created and donated by Glenn Wolff, celebration committee member Kris Prescott brought prototypes of decals, clings, and t-shirts to the committee as ongoing opportunities for park fundraising. The decision was made to move forward and have them available at the celebration with a suggested donation. Going forward, these items will be available for sale at the Mission Point Lighthouse Park Gift Shop.



It is important to recognize the immense efforts of the Bowers Harbor Pickleball Association. They not only fundraised the entire cost of constructing the six new beautiful pickleball courts but their work also allowed the township to move ahead with repouring and restriping the tennis courts and constructing a brand new basketball court. How did this outcome occur?

Recognizing that the township's coffers are deeply limited, and already on site to construct the new pickleball courts, Elmer's stepped forward and made the township an offer it couldn't refuse, steeply

discounting the cost of constructing the new basketball court and resurfacing the tennis courts. Specifically, we thank Brian Peace, who managed all these court projects from beginning to end and worked the financial magic that allowed the township to make these greatly needed improvements.

Likewise, we owe a debt of gratitude to township resident Mike Query, who met many times on the ground with Brian and members of the parks committee and township board as well as township maintenance man Bob Wilkinson to troubleshoot, measure, remeasure, evaluate, try again, and ultimately make sure everything would work. Mike, national sales director for Spalding, sold the township the new basketball goals at cost. He also helped implement our township-wide celebration.

On behalf of our entire township, the Peninsula Township Parks Committee thanks Brian, Elmer's, and Mike, along with the Bowers Harbor Pickleball Association, for jumpstarting these deeply needed and appreciated improvements at our premier recreational park.

## **Bowers Harbor Park Celebration Contributors**

**Immense thanks to everyone who helped plan and execute our community-wide celebration at Bowers Harbor Park on September 30!**

# **Organizations and Businesses**

Brian Peace: Elmers

Mike Query: Spalding

Old Mission Pickleball Club

Grand Traverse Bay YMCA

O'Leary Paint

Johnson Farms

Manigold Farm

Wunsch Farms/ Third Coast Fruit Co.

Old Mission Peninsula United Methodist Church

Old Mission Gazette

Jeff Dean

Peninsula Township Fire Department

Peninsula Township Park Committee

Peninsula Township



# Playground Installation

TC Hispanic Soccer League  
Peninsula Township Fire Department

Jeff Dean: *site preparation*  
Rebecca & Glen Chown family

Rob Manigold

Todd Antrim

Jenn Cram

Julia Crandall

Jeff Graft

Al Jankowski

Kara Koeplin

Mary Beth Milliken

Dave Murphy

Sue Peters

Debbie Rough

Bob Wilkinson

Phil Wilson

Sue Woodburne

Dr. Jim Woodburne

Thomas Sinclair, Sinclair Recreation

O'Leary Paint

# Pickleball Court Project

## Bowers Harbor Pickleball Club

Dawn Hemming

Kent Rabish and Peg Moen-Rabish

Don and Jane Conway

Brian and Carol Kaplan

Tom Verschure

Linda Raetz

Autumn Gillow

Kyle Hartley

Linda Marsh

Sara Bergsma

## FUNDING:

Private Donations of over \$220,000

### Grants

MEDC \$50,000

Rotary Charities \$30,000

In kind donors of aggregate The Miller Family:

Mike/Pam Luke/Paige CJ/Autumn

# Celebration Contributors

## Celebration Committee

Jenn Cram, Pam Miller, Mary Beth Milliken,  
Monnie Peters, Kris Prescott, Mike Query, Susie Shipman,  
Christine Spencer, Michele Zebell, Rebecca Chown

## Old Mission Pickleball Club

Dawn Hemming, Pam Miller, Kent Rabish, Peg Moen-Rabish  
BHPC demonstration players

Mike Query, Spalding

Rodney Caster, Grant Traverse Bay YMCA

## Celebration Volunteers

TJ Andrews, Franklin Andrews, Dawn Asava, Linda Dahl, John Jacobs,  
Mary Mazure, Robin Noval, Sue Peters, Anne Query, Armen Shanafelt  
Chief Gilstorff and the Peninsula Township Fire Department

Johnson Farms

Manigold Farms

Wunsch Farms/Third Coast Fruit Co.

## Old Mission Peninsula United Methodist Church

Marge Long, Pastor Andrea Johnson

Jane Boursaw, Old Mission Gazette

Glenn Wolff

Jenn Cram

M'Lynn Hartwell

Al Jankowski

## Peninsula Township Parks Committee

Ronessa Butler, Rebecca Chown, Pete Dahl,  
Mary Beth Milliken, Dave Murphy, Michele Zebell

## **NATIVE GARDEN at Bowers Harbor Park**

Katie and Paul Greier

Deb and Russ Larimer

Rebecca and Glen: Chown Family

## **DTE TREE GRANT Watering Crews**

**Archie Park**

Mary Beth Milliken

**Bowers Harbor Park**

Michel Bekkers

Ronessa Butler

Bill Catinella

Katie & Paul Greier

Al Jankowski

Deb Larimer & Russ Larimer

Dave Murphy

Sue Peters

Lynn Stephenson

# OMWC Cookie Sale

## Peninsula Township Hall Meeting Room

Peninsula Township owns and operates a public meeting room at the Township Hall at 13235 Center Road. The meeting room is available for use free of charge to Peninsula Township Residents/Property Owners and Non-profit Organizations for meetings. The signatory must be age 21 or older and MUST remain present the entire time. Other uses, or if you need to reserve the room longer than three months in a row, you will need pre-approval of the Peninsula Township Board prior to the room's use. A letter of intention must be submitted to the Board Members for the consideration at a regularly scheduled Township Board Meeting if the use of the meeting room is not listed in the activities above. The meeting room has the maximum capacity of 100 people. Businesses and non-profits with a group of 50 people or more must also submit a certificate of liability insurance naming Peninsula Township as additional insured for general liability of at least one million dollars per occurrence and at least two million dollars aggregate prior to your event.

The following housekeeping rules shall apply to individuals or groups using the meeting room:

1. The meeting room must be cleaned after each use; the floors shall be swept and mopped if needed. All surfaces must be wiped clean. You must provide all supplies.
2. NO Smoking or NO Alcoholic Beverages in meeting room.
3. Trash, and recycling, will be removed and disposed of by the users of the meeting room. This includes the bathrooms. Any items brought in must leave with you.
4. Township property may not be removed from the building.
5. Do not unplug or turn on, or off, any meeting room devices.
6. Only the meeting room and restrooms may be used.
7. All doors shall be closed and locked before you leave.
8. Windows may not be opened and must remained locked.
9. Use the arrows on the right side of the thermostat to regulate temperature. Do not move any other settings. Heat should be turned down to 55° in the winter and the air conditioning turned up to 80° in the summer before you leave. Refer to the sign above the thermostat for the correct temperature.
10. Video screen must be left in the fully up position when you leave.
11. Chairs, tables, and any other items, must be returned to their original placement (see diagram on page 2).
12. All interior lighting shall be turned off when you leave.
13. Meeting room is under video surveillance.
14. Not responsible for items left behind.
15. The Township reserves the right to refuse or revoke permission to us the facilities.

Any items that are found in need of repair should be reported to the Peninsula Township Office when returning the key.

Name or Group reserving the room: Old Mission Women's Club

Purpose for reserving the room: Christmas Cookie Sale

Date of reservation: 12/8-9/2023 Arrival Time: 12/8 8:00 Departure Time: 12/9 2:00

Contact phone number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Address of person or group reserving room: \_\_\_\_\_

Signature of person picking up the key, stating all above information is correct and taking responsibility for the room.

Danae Neirman

Date 8/8/2023

# **Budget Amendment and Appropriation**

**TOWNSHIP BOARD MEETING AGENDA ITEM**

**OCTOBER 10, 2023**

**REQUEST FOR BUDGET AMENDMENT AND APPROPRIATION FOR ADDITIONAL FUNDS FOR:**

**FUND 216: DOUGHERTY HOUSE/HISTORIC LOG CHURCH**

**AMOUNT REQUESTED: \$10,000**

**REASON: REPLENISH CASH BANK ACCOUNT TO COVER ADDITIONAL OPERATING EXPENSES THROUGH 3/31/2024**

**APPROPRIATION FROM: FUND #502 TOWER FUND**

**REQUESTER: MARGARET ACHORN, TREASURER**



# **Revised Fee Schedule**

## PENINSULA TOWNSHIP FEE SCHEDULE

<b>*Land Use Permit:</b>	<b>Fee:</b>
New Dwelling	\$240.00
Additions to SFD, garages, pole buildings and barns	\$180.00
Accessory Structures: sheds, covered porches, decks, fences over 4', farm stands, greenhouses, swimming pools, etc.	\$120.00
Change of Use	\$100.00
Multi-Family: per dwelling unit	\$180.00
Commercial: First 1000 sq. ft. plus \$25.00 per additional 1000 sq. ft.	\$300.00
Demolition	\$90.00
Signs – new or replacement	\$90.00
New Communication Tower	\$1,000.00
Additional or Replacement Antennae	\$750.00

<b>Penalties:</b>	<b>Fee:</b>
Building without permit: Regular fee is quadrupled	Regular fee x 4

<b>*Other Permits:</b>	<b>Fee:</b>
Large Event Permit – on Public Property and/or within ROW (plus \$5.00 for each registered participant to be paid at the completion of the event)	\$600.00
Large Event Permit – on Private Property	\$150.00
Private Road Includes review by Attorney	\$1,000.00
Storm Water: Minor Review	\$500.00
Major Review	\$1,500.00
Barn Storage	\$90.00
Wholesale Farm Processing	\$180.00
Home Occupations: Renewal or Replacement	\$90.00
Professional Review – Initial Escrow fee	\$5,400.00

<b>*Planning Department</b>	<b>Fee:</b>
Concept Review – SUP & PUD	\$240.00
SUP, SUP/PUD, Rezoning: Bed & Breakfast SUP	\$876.00
All other SUPs 100 acres or less	\$1,536.00
SUPs 100 acres or more, All PUDs, or Rezoning	\$1,860.00
SUP/PUD Amendment <b>Prior to Final Approval</b> Minor Amendment:	\$240.00
Major Amendment:	\$876.00
SUP/PUD Amendment <b>After Final Approval</b> Minor Amendment:	½ SUP/PUD fee
Major Amendment: (includes new uses)	Full SUP/PUD fee
PUD/Condominium/Subdivision	Permit fee x 1.5
Professional Review - Initial Escrow fee	\$5,400.00

<b>*Planning Commission</b>	<b>Fee:</b>
Planning Commission Special Meeting	\$1,584.00

<b>*Assessing Department</b>	<b>Fee:</b>
Land Division	
Includes Attorney Review	\$1,000.00
Label List Request	\$25.00
Label List for Large Events	\$250.00

<b>*Zoning Board of Appeals:</b>	<b>Fee:</b>
Appeal	\$1,200.00
Variance Request	\$1,200.00
Sign Review	\$450.00
Special Meeting Request	\$1,584.00

<b>*Purchase of Development Rights (PDR) Program</b>	<b>Fee:</b>
Conservation Easement Amendment	\$1,800.00
Non-refundable Base Fee	
Relocation of Lot	\$600.00 per lot

<b>*Additional Fees:</b>
<b>*Any extra cost incurred by the Township for any fees associated with or in addition to the permit fee, Land Division fee, Zoning Board of Appeals, Planning Department or Planning Commission will be billed to the applicant/owner.</b>

# PDR Update



# PENINSULA TOWNSHIP

## MEMO

**To:** Township Board

**From:** Jenn Cram, AICP, Director of Planning and Zoning

**Date:** October 4, 2023

**Re:** Purchase of Development Rights Program Update

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### **New Applications:**

The first application period within round five (5) of the PDR program opened on May 3, 2023, and closed on June 7, 2023. We received 10 applications. All were deemed to be complete. There was one application that was received that was not eligible due to it being located outside of the Agricultural Preservation Area (APA) as well as not having any development rights currently available to sell. Two of the ten applications from VM3 contained multiple parcels. The two applications were separated into five based on location and contiguity of the subject parcels. The PDR selection committee thus reviewed and ranked 12 total applications. A copy of the final ranking is attached for reference. Applications were ranked based on the criteria noted in Section 5 of the PDR Ordinance #23, Amendment #3.

The PDR selection committee authorized Laura Rigan with the Grand Traverse Regional Land Conservancy contracted to assist staff with the administration of the PDR program to work with appraiser Steve Nichols to begin to appraise the four applications that received the most cumulative points. Those four applications are Kelly, VM3(3), Cummings Vineyard, and Warren. We hope to have appraisals completed on these four applications by end of year. Once completed they will be presented to the board for review.

### **Monitoring:**

The 12 violations documented in 2022 were brought into compliance.

Monitoring for 2023 has also begun. Susie Shipman, who has been contracted to monitor existing conservation easements within the PDR program, sent letters out end of September to start scheduling appointments with property owners to conduct property visits.

Laura Rigan and I will be available during the October 10 meeting to answer any questions that the board and public may have regarding the PDR program.

Peninsula Township PDR ROUND 5: Application 1

New Properties

Name	Parcel Number(s)	Zoning	Number of Existing Dwelling(s)	Acreage	Scenic View (10 pts)	Adjacent (5pts)	Match?	Final Score
Mark Kelly	004-020-55		1	110	Yes	Yes	TBD	125
VM3 (3)	226-002-10, 226-002-128-023-00		0	113	no	yes	TBD	118
Cummings Vineyard (Fifarek)			0	41	No	Yes	TBD	96
Warren	008-011-00, 008-001-00, 008-003-00		1	85	no	yes	TBD	90
vm3 (5)	225-004-00, 225-003-00, 236-913-00, 225-006-00		1	65	no	yes	TBD	70
VM3 (1)	103-010-00		0	52	yes	yes	TBD	67
VM3 (2)	227-013-03		0	60	no	yes	TBD	65
Steven Kroupa	134-003-01		1	61	NO	no	TBD	61
Shea Farm	019-028-00		1	33	no	yes	TBD	38
Vogel	018-011-00		1	30	no	yes	TBD	35
vm3 (4)	226-023-30, 226-023-00, 226-023-40		0	28	no	no	TBD	
Total				678				28

Retained Development Rights

Name	Offered Development Rights	Acreage
Wunsch (Sweet Briar Farms)	1	Need to confirm

Cumulative Points	Criteria
0-100	One point for every acre percent of the project costs that will be funded by non-municipal dollars from either entities (municipal or non-municipal), neighborhood groups, foundations, individuals, etc. 1 for the amount of the landowner (the landowner accepts this from the applicant's value).
0 or 25	Acquisition of reserved development shall result in a ratio of not more than 1 home site for each 40 acres of land encumbered by an existing prior easement.
Total	

Priorities for acquisition of Development Rights on new property.

The following criteria shall be used in determining the priority by which applications are initially processed. The scoring of applications may change during the process as owners make decisions regarding their applications and other factors change (i.e., outside funding).

Cumulative Points	Criteria
0 or 10	Parcel is shown on Private Space. When maps adopted by the Peninsula Township Planning Commission, (10 points if any part of the subject property is included in an identified Private Space. When zone obtained in response 1, 2 points if not).
0-100	One point for every acre percent of the project costs that will be funded by non-municipal dollars from either entities (municipal or non-municipal), neighborhood groups, foundations, individuals, etc. 1 for the amount of the landowner (the landowner accepts this from the applicant's value).
0 or 5	Acquisition of reserved development shall result in a ratio of not more than 1 home site for each 40 acres of land encumbered by an existing prior easement.
Varies	One point for each within acre (Preserved) to be included in proposed Conservation Treatment.
Total	