

Packet Addition

Invoices

**PENINSULA TOWNSHIP
INVOICE REGISTER**

For Invoices Scheduled for Payment on: 11/19/2019 12

VENDOR INFORMATION

INVOICE INFORMATION

**SOS ANALYTICAL
4125 CEDAR RUN ROAD**

**Amount of Invoice Paid: \$80.00
WATER ANALYSIS**

TRAVERSE CITY, MI 49684-9451

Distribution:
208-751-855.DEQ Noncom. Public Wat. Sup. Fee 80.00

**TRAVERSE CITY LIGHT & POWER
PO BOX 592**

**Amount of Invoice Paid: \$10.61
STREET LIGHTS**

TRAVERSE CITY, MI 49685-0592

Distribution:
101-000-226.080 HOMESTEAD STREET LIGHT 10.61

**ROBIN NOVAL
1262 LONDOLYN TERRACE EAST**

**Amount of Invoice Paid: \$16.24
MILEAGE TO GOVT CENTER**

TRAVERSE CITY, MI 49686

Distribution:
101-215-870.000 Mileage 16.24

**REBECCA CHOWN
2877 OLD MISSION RD.**

**Amount of Invoice Paid: \$54.98
MILEAGE - MEETINGS**

TRAVERSE CITY, MI 49686

Distribution:
101-215-870.000 Mileage 54.98

**FOLEY & MANSFIELD
130 EAST NINE MILE ROAD**

**Amount of Invoice Paid: \$3,541.66
CONTRACT SVCS**

FERNDAL, MI 48220

Distribution:
101-101-801.000 Legal Fees 3,541.66

**SALLY AKERLEY
810 COTTAGEVIEW DR #301**

**Amount of Invoice Paid: \$25.00
MI TAX TRIBUNAL FILING FEE**

TRAVERSE CITY, MI 49684

Distribution:
101-209-870.000 Mileage 25.00

**SECURITY SANITATION, INC
BELANGER SEPTIC SERVICE
2233 M-37 SOUTH
TRAVERSE CITY, MI 49685**

**Amount of Invoice Paid: \$1,262.00
WASTE DISPOSAL**

Distribution:
508-000-818.SAN Sanitation Services 1,262.00

**ROBERT WILKINSON
18426 CINDER RD**

**Amount of Invoice Paid: \$3,000.00
PARKS TWP LAWN & MAINTENANCE**

INTERLOCHEN, MI 49643

Distribution:
101-265-818.000 CONTRACTUAL SERVICES - BULD'G & GROUND 150.00
208-751-818.000 CONTRACTUAL SERVICES - PARKS 1,710.00
508-000-818.000 Contractual Services 450.00
209-000-818.000 Contractual Services 540.00

PENINSULA TOWNSHIP
INVOICE REGISTER

For Invoices Scheduled for Payment on: 11/19/2019 12

VENDOR INFORMATION

INVOICE INFORMATION

<i>596-000-818.000</i>	<i>Contractual Services</i>	<i>90.00</i>
<i>212-000-818.000</i>	<i>Contractual Services</i>	<i>60.00</i>

**PURE WATER WORKS
720 S. GARFIELD AVE**

**Amount of Invoice Paid: \$64.40
WATER SOFTENER**

TRAVERSE CITY, MI 49686

<i>Distribution:</i>		
<i>101-265-726.000</i>	<i>Supplies</i>	<i>64.40</i>

Total Amount Disbursed: \$8,054.89

**PENINSULA TOWNSHIP
INVOICE REGISTER**

Fire

For Invoices Scheduled for Payment on: 11/19/2019 12

VENDOR INFORMATION

INVOICE INFORMATION

**PENINSULA LOCAL 5096
C/O NICK HAINES, TREASURER
14247 CENTER RD
TRAVERSE CITY, MI 49686**

**Amount of Invoice Paid: \$964.00
MEAL ALLOWANCE - PRO-RATED**

Distribution:

206-000-959.UFA

FIRE UNION FOOD ALLOWANCE - SCHUITEMA

495.00

206-000-959.UFA

FIRE UNION FOOD ALLOWANCE - WYMAN

469.00

**CONSUMERS ENERGY
PAYMENT CENTER
PO BOX 740309
CINCINNATI, OH 45274-0309**

**Amount of Invoice Paid: \$1.35
STREET LIGHTS - LED UPGRADE**

Distribution:

206-000-926.000

Street Lighting

1.35

NATIONAL FIRE SERVICES OFFICE

**Amount of Invoice Paid: \$1,191.94
ISO CONSULT TRAVEL FEES**

**1620 AIRPORT ROAD
SYLVANIA, GA 30467**

Distribution:

206-000-818.000

Contractual Services

1,191.94

**FIRE RECOVERY EMS
3223 N. WILKE ROAD**

**Amount of Invoice Paid: \$764.69
EMS BILLING**

ARLINGTON HEIGHTS, IL 60004

Distribution:

206-000-818.000

Contractual Services

764.69

**DEWESE HARDWARE
1029 CARVER ST**

**Amount of Invoice Paid: \$77.88
SALT/SAND FOR STNS**

TRAVERSE CITY, MI 49684

Distribution:

206-000-726.000

Supplies

77.88

**BREATHING AIR SYSTEMS
8855 E BOARD STREET**

**Amount of Invoice Paid: \$866.50
MAINTENANCE OF CASCADE SYSTEM**

REYOLDSBURG, OH 43068

Distribution:

206-000-933.000

Equipment Maintenance

866.50

**NYE UNIFORM
1030 SCRIBNER NW**

**Amount of Invoice Paid: \$187.50
FIRE PATCHES**

GRAND RAPIDS, MI 49504

Distribution:

206-000-935.000

Uniforms

187.50

**CHARTER COMMUNICATIONS
PO BOX 3019**

**Amount of Invoice Paid: \$185.54
STN 1 INTERNET/TV**

MILWAUKEE, WI 53201-3019

Distribution:

206-000-850.CHC

Charter Communications

185.54

**PENINSULA TOWNSHIP
INVOICE REGISTER**

For Invoices Scheduled for Payment on: 11/19/2019 12

VENDOR INFORMATION

**AIRGAS USA
PO BOX 734445

CHICAGO, IL 60673-4445**

INVOICE INFORMATION

**Amount of Invoice Paid: \$30.61
OXYGEN RENTAL**

*Distribution:
206-000-932,000*

Ambulance Supplies

30.61

Total Amount Disbursed: \$4,270.01

**PENINSULA TOWNSHIP
INVOICE REGISTER**

Sewer

For Invoices Scheduled for Payment on: 11/19/2019 12

VENDOR INFORMATION

**GRAND TRAVERSE COUNTY
COUNTY TREASURER
400 BOARDMAN AVENUE
TRAVERSE CITY, MI 49684-2577**

INVOICE INFORMATION

**Amount of Invoice Paid: \$4,541.79
DPW SEWER CHARGES - OCT 2019**

Distribution:

590-000-818.000

County Service Fees

4,541.79

Total Amount Disbursed: \$4,541.79

**PENINSULA TOWNSHIP
INVOICE REGISTER**

Water

For Invoices Scheduled for Payment on: 11/19/2019 12

VENDOR INFORMATION

**GRAND TRAVERSE COUNTY
COUNTY TREASURER
400 BOARDMAN AVENUE
TRAVERSE CITY, MI 49684-2577**

INVOICE INFORMATION

**Amount of Invoice Paid: \$7,745.17
DPW WATER EXPENSES - OCT 2019**

Distribution:

591-000-818.000

County Service Fees

7,745.17

Total Amount Disbursed:

\$7,745.17

**Ellen Kerr,
Mission Point
Lighthouse Friends**

Mission Point



Lighthouse Friends

November 10, 2019

Peninsula Township Board
c/o Rebecca Chown
Peninsula Township Clerk

Dear Rebecca,

The Mission Point Lighthouse Friends, a 501 (c) 3 organized in 2014 to promote, preserve and restore the Mission Point Lighthouse and its environs, has been dissolved effective October 2019.

Per our Dissolution Clause, all of the MPLF remaining financial assets have been transferred to the Lighthouse Fund of the Old Mission Peninsula Historical Society for the use on Lighthouse projects.

OMPHS Board members are working with Township management to identify projects to utilize our \$10,900 fund balance.

Mission Point Lighthouse Friends have donated hundreds of hours of volunteer time and skilled labor to complete the following projects.

- 1) Replacement of the worn out pergola at the west entrance and addition of climbing vines.
- 2) The building and placement of two benches outside the front entrance of the Lighthouse.
- 3) Design, planting and maintenance of a native wildflower garden outside the Lighthouse Fence across from the Hessler Log Cabin. The OMPHS will continue to improve and maintain the garden.
- 4) An impressive historically accurate Nautical History display is located at the top of the stairway. It displays and highlights artifacts donated and researched by Mission Peninsula residents.
- 5) In cooperation with Boy Scout Troop #34, the MPLF completed extensive roof repairs to the Historic Oil House. The area adjacent to the entrance was excavated and stabilized to provide accessible visual access to interior displays. Replica oil boxes, oil vessels and educational signage were added to the interior space.

M.P.L.F. 14548 Bluff Rd. Traverse City, MI. 49686

6) MPLF volunteers designed a footwashing station for the convenience of visitors utilizing the beach.

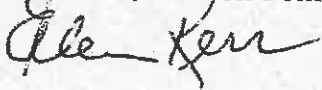
7) MPLF also collaborated for four years with Bowers Harbor Vineyard to hold the WineArt contest which provided financial support for many of our projects.

In addition, we were committed to increasing the overall accessibility of the site. We had begun investigating working with student volunteers to produce a "filmed" virtual tour that could be viewed by those unable to enter the Lighthouse or to climb the tower. We were hopeful that this video might be viewed in what is called the "storage building". We wanted to ramp this building for accessibility and actually received permission for SHIPO to do so. We also wanted to increase accessibility to the beach. We laid out a possible path, had the township engineer check the grade and had begun to consider fundraising options for a "MOBIMAT" which would let wheelchairs traverse the sand. We also had preliminary plans/drawings for a beach overlook. With the help of Gordie Fraser engineer Jennifer Hodges we applied for 2 (unfortunately unsuccessful) grants.

The group wishes the Township success in its attempts to restore this very important historical site.

Sincerely,

Ellen Kerr, Mission Point Lighthouse Friends



**Minutes from November 6,
2019, Special Township
Board Meeting**

PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

www.peninsulatownship.com

Township Board Special Meeting

Township Conference Room

November 6, 2019, 3:00 p.m.

Meeting Minutes

1. **Call to Order** by Supervisor Manigold at 3:00 p.m.

2. **Pledge**

3. **Roll Call**

Present: Manigold, Akerley, Bickle, Chown, Sanger, Wunsch

Absent: Wahl

4. **Brief Citizen Comments (for agenda items only):** None

5. **Approve Agenda**

Manigold: Asked to move business item 2 (McKian road name change) to business item 1.

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

Passed unan

6. **Conflict of Interest:** None

7. **Consent Agenda:** any member of the board, staff, or the public may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for full discussion

1. Invoices (recommend approval)

2. Reports

A. Mission Point Lighthouse Report for October 2019

3. Request to add Harrison Holtom to Peninsula Township Fire Department's paid on-call staff

Moved by Wunsch to approve as presented, seconded by Bickle.

Roll call:

Passed unan

8. **Business**

1. **McKian Road name change (Akerley)**

Akerley: We dealt with this issue at the August 29 meeting changing the Windsor Court name to McKian Road. Since then, the neighbors have expressed interest in having this modified again from McKian Road to McKian Court. So this is the formal procedure in how to make that change using the similar form and process as previously. The approval rating remains the same as the prior request. This is just a modification to the suffix of that road name. The county had no issues with this and has approved the change request.

John Thorne, 2841 Windsor Court: Is speaking on behalf of the Windsor Court Homeowners Association. A letter was received on August 7 stating that everyone was receiving new numbers. This also affected people on Peninsula Drive, which also received new 911 numbers. With the 911 number and street number change mandates, we would like to request a sign that states Windsor Court is a financial owner managed and maintained by the seven members. The landowner declaration was filed with the township signed November 20, 1987. The court itself is undivided land with 1/7th interest ownership, and all decisions are jointly made according to the restrictions

within the covenants and bylaws, which are listed. By the vote of those seven property owners, that would include an equal say in the Windsor Court name in the opinion of the association's founder and longtime president, Howard Walker. We are requesting that the suffix "Court" remains and not "Road." We are a court. This road dead-ends into a landscaped cul-de-sac, and "Court" implies enhanced safety and privacy as a real estate class. Today we are asking only for the return of our "Court" suffix. The goal is to revert back to the original status with both McKian Road and Windsor Court existing independently, which are two very different streets. One is an east-west-oriented easement, and Windsor Court is a north-south road. They intersect at a 90-degree angle in two distinct easements. They do not flow together and were constructed at different times. Windsor Court was resurfaced several years ago independent of McKian Road. [Provided information regarding the signatures of the seven members of the homeowners association.]

Manigold: We previously voted on the road name change. That is the only issue we are currently involved with at this time and not the separation of roads or the numbering. That is all conducted through the county's equalization department. The only thing we are responsible for is the blessing of the road name, and we go by the majority of the people. Of the ten households, six have requested to change this from McKian Road to McKian Court.

Moved by Chown to change the road name from McKian Road to McKian Court, seconded by Wunsch.

Roll call:

Passed unan

2. Discussion of work to be done at Mission Point Lighthouse prior to the 150th birthday celebration next summer, update on SHPO approvals, and update on lighthouse finances (Schultz and Kelley)

Schultz: A report was provided to the board. The lighthouse is open currently on weekends on Saturday and Sunday from noon until 4:00 p.m. Sales have been awesome this whole year. We beat our goal and last year's record-breaking numbers. Busy at this time getting quotes and projects lined up for next year. An upgrade to the keeper kitchen is anticipated, which has not been done since sometime in the 1960s. Currently there is carpet in the kitchen and dining area, which will be removed and practical flooring installed. There was siding in the back of the house that will be replaced to look like it did in 1910 on a recommendation from SHPO with replacement of the back two windows along with installing a fake door by the historic step by the dining room. We are also replacing the white wooden fence, which is 300 feet. The current fence is saturated with water and is unpaintable so we are seeking quotes to replace it. The garage is not historic to the property and discussion has been to replace this with a barn. We do have old photographs to give us direction. We continue to communicate with SHPO and the gentleman who wrote the HSR. Tomorrow SHPO will be on site to conduct a site visit. We have already met with Minn Enterprises, which specializes in historical buildings, and they have been in already doing work on the lighthouse tower. We are happy with their knowledge and work. Still gathering quotes to put this all together.

Manigold: Every Tuesday now after our staff meeting, Marge, Becky, and I meet with Ginger, Paula [Kelley], and Pete Dahl from the park commission to work through all of these projects. Last week we met with the gentleman from Minn Enterprises on site so that estimates could be obtained. We are being very cautious of everything we are interested in changing and are having it reviewed by SHPO. In addition, we are working with the historical society. Laura Johnson and Chris Riser are working to put the shutters on and we are actively getting the kitchen bids and the fencing. We are working to make this look presentable for the 150th anniversary.

Kelley: What we have for the board is a preliminary draft of the project management, everything that the lighthouse committee has outlined to be done. There are some blank spaces that we need

RFPs for. The \$44,000 that is presented at the bottom is the estimated total. This will be much higher once the RFPs are in. Marge and Rob had requested the bank balances for the lighthouse and gift shop funds as this may be able to be a self-funded or grant projects. So this is the sheet that will be provided to you and it will show more expanded detail. We already had three quotes for the generator. The quotes were not included in the packet but the information is available if the board wishes to have copies of them.

Manigold: It was suggested that there is a need to have a generator. We have the Fresnal lens that is insured and is worth \$250,000.00.

Schultz: It's worth \$300,000.00 if not more.

Manigold: Marge thought that just for security we should have a backup generator. We just went through this with the fire station and the bidding process so we contacted the bid winner to find out if we could get two installed at the same price. This is what we would like the board to review today.

Schultz: Not certain if the volunteers have reached out to Nate to inquire if he would re-bid that because now we are at more than what the posts would have cost, which was nixed because you wanted the rocks.

Manigold: What we are trying to do before the snow becomes an issue is to have many of these projects done on the exterior, and one was to have posts placed around the Veteran's Memorial. Then Isaiah volunteered to donate rocks instead. So we are looking for someone to pick them up and place them, and that is the discussion we are having with Nate and Pete Dahl of the parks committee.

Chown: Nate McManus, that is.

Manigold: We are trying to get some things done that we can. If the board agrees, we can get the generator installed as long as SHPO approves this.

Bickle: Can the electricity and electrical wiring in the lighthouse handle the switch over to generated power? This is something we will need to have an answer for. We did have additional costs at the town hall as the wiring in certain parts of the building could not handle a surge.

Gilstorff: They will come out and assess the whole building just like they did here.

Schultz: Just to reiterate, the reason we want this is that the lens is on loan from the Coast Guard, and our contract states it has to remain at least 64 degrees in the building. Last January, a space heater had to be placed in front of it to keep it at that temperature.

Bickle: We are not challenging the need for a generator; we just need to find out if every part of the lighthouse can handle being surged over to a generator in the event of a power failure.

Manigold: We will have to do a little research on this so for now we have no action but we did want to bring an update so that everyone is aware of the goings on at this time.

3. Update on Peninsula Township Fire Station #3 (Glistorff)

Manigold: We did have issues as the planning commission held off on the approval until additional information was submitted. This is an update on what Jennifer [Hodges, township engineer] and Randy [Mielnik, township planner] will be presenting to the planning commission, and we have invited Donna Hornberger, chair of the planning commission.

Hodges: We are trying to lock down what we want the station to look like. We had submitted to the planning commission the SUP. We have been prompting the township board to dictate what you want this to look like, and it will ultimately come down to the cost and future growth. The planning commission expressed the need to have some elevation views provided, which was a merited request. We regrouped with staff, and GFA came up with what we envision this to look like. The basic footprint of the structure has not changed. It remains the same with 2,000 square feet of insulated storage and living quarters with 1,200 square feet with two bedrooms that are ADA compliant. Also a compliant bathroom and kitchen area. Now we are choosing color schemes on the

structure. I have provided a couple of variations of exterior siding and brick looks for the proposed structure for the board to choose details from. Side views and structure height are also provided in the new plans. I'm requesting that the board choose from one of the proposed building styles to move this project forward to the planning commission.

Bickle: What action is being expected of us today?

Hodges: The action at this time is choosing which drawing to submit or any requested changes to these drawings before it is again presented, as we do have to go back before the planning commission for approval with these elevation views.

Sanger: I encourage you to look at the backside of the structure, as without gutters there could be issues with water splashing on the structure.

Hodges: The intent is that the entire structure will have gutters.

Achorn: A 30-foot piece of steel is very expensive, and so what they are recommending is wainscotting all the way around, whether it be brick and shorter steel, so that if it is hit, then the piece can be easily replaced.

Hodges: It adds more cost but requires less maintenance.

Board discussed the concept drawings and then made a choice of which of the plans along with any changes should be submitted to the planning commission.

Linda Keely, 19535 Brinkman Rd.: Suggested changing the living quarters to the south end of the building due to the northwest winds that prevail in the area proposed for the structure. It seems to make more sense having the garage portion of the structure taking the northerly wind force rather than the living area. This would help aid in solar gain and then the living area would not be battered by the winds.

Sanger: It's a great idea, but what does that do to the expandability of the apparatus bay if you put it on the northerly end?

Hodges: This would add to the cost of the asphalt, and we were trying to keep this as close as possible to the existing road. The building will be insulated.

Manigold: We began this process with the ISO ratings and found out that we needed a third station to lower those ratings. We were going to go into Lawrence's garage in Old Mission and then found out that was too close to the beach, so we went in search of property and found this from the Switzers, which we purchased and are now getting close to closing on after cleaning up some items in the title. This was going to be just a pole building with a fire truck, but the residents out there asked to have this manned with the quick response for medical. It was determined that this had to go through the process of a special use permit just like anyone else would be required to obtain. Hopefully by spring we will be ready to break ground on this facility. This will not be serviced with an ambulance but rather the wild fire truck that has medical capabilities. We are trying to fund this from the Enterprise Fund and not a millage request. We wanted everyone to see the concepts.

Hornberger: There was a public hearing so the planning commission does not need a second public hearing on this. This is sort of an odd situation in that you have to approve what this is going to look like visually from the outside so that we can send it back to you to approve what it looks like on the outside. If this were another entity and we had sent it to you, then you would have sent it back to us for the lack of visual exterior. Two choices have been submitted to you for approval, and one should be chosen to move forward onto the planning commission for approval.

Meilnik: Feels that these now meet the request from the planning commission as what was previously submitted showed three to four different examples on the exterior.

Hodges: The only modifications that are to be made per this conversation are to carry the wainscotting all the way around the structure and add a back service door. Flipping the living quarters to the south does not allow an expansion to be easily made in the future to the bays.

Board chose the white building with the cupola.

4. Contract for Peninsula Township Fire Chief Fred Gilstorff (possible closed session pursuant to MCL 15.268(e)).

Manigold: Fred's evaluation was already conducted along with a review on the salary. We have been meeting with the attorney on the contract language. Everyone on the board has had the document to review. Fred, do you want this to be done in closed session?

Gilstorff: Not unless there are more questions.

Manigold: Are there more questions? This will be a FOIAble document. The contract has been reviewed by Marge and Greg very methodically. We were very happy with Fred's success in the fire department. This contract is for five years and will begin on April 1, 2020.

Moved by Achorn to accept the contract as written, seconded by Wunsch.

Roll call:

Passed unan

Moved by Wunsch approve the Policy Regarding Performance Review of Chief of Fire Department and Opportunity for Bonuses, seconded by Sanger.

Roll call:

Passed unan

9. Citizen Comments:

Nancy R. Heller, 3091 Bluewater Rd.: On the balance of the gift shop, was that only for the gift shop and no tours in that balance?

Kelley: The gift shop is gift shop sales only. The lighthouse balance encompasses the keeper revenue and tours and donations.

Heller: And this is the balance that is left as of 10/31/2019?

Kelley: Yes, that is the balance of what is left.

Heller: Thank you.

10. Board Comments:

Chown: We will begin an RFP process for new IT services. We will be seeking three bids for IT for the township offices. More information will be provided to everyone at a later time.

Gilstorff: Wanted to say thank you for working through this process with him and feels that the board was more than fair as far as the contract terms. Loves being in the community and feels the department is making great progress. The support from the board is what has helped moved the department forward.

Board members commended Gilstorff for his performance.

11. Adjournment

Moved by Achorn to adjourn, seconded by Sanger.

Passed unan

Final adjournment: 3:48 p.m.

2020 Winter Property Taxes Agreement

Treasurer

From: Heidi Scheppe <hscheppe@grandtraverse.org>
Sent: Friday, November 15, 2019 10:58 AM
To: Amy Jenema Acme Treasurer; Ardella M. Benak; Brad Bickle; Connie Stone - Union Twp; Grant Township Lori Kolbusz; Jeane Blood; Kathy Sorrow - Fife Lake; Mary Ockert - Mayfield; Paradise Township; Sarah Lawrence - Acme; Sue Schroeter; Tracey Bartlett; Tracie Campbell; Trish Mehney
Cc: Sarah Gum; Kristen Lambert
Subject: Collection agreement
Attachments: AGREEMENT FOR REMITTANCE OF PROPERTY TAXES.pdf

As discussed at the Treasurers meeting, I would like to update the Agreement for remittance of property taxes between the Townships and the County. Attached is the same agreement that we have on file with the County Clerk from 2007 with the exception that I changed the remit time from 12:00 noon to 3:00 to give you a little more time in the day to disburse. This document allows you to keep any interest that you earn during the time that you are in possession of the funds rather than disbursing them with your payment.

Please review the documents, if you comfortable after review please take to your next board meeting for approval. Once approved please have your clerk send me a copy of the signed document. Once we have received all Townships I will file with the County Board and send you a completed signed document for your records. Let me know and let me know if you have any questions or concerns.

Thank you, Heidi

--
Heidi Scheppe, MBA, CPFO, CPFIM
Grand Traverse County Treasurer
400 Boardman Ave, Suite 104
Traverse City, MI 49684
231-922-4740

AGREEMENT FOR REMITTANCE OF PROPERTY TAXES

AS ALLOWED UNDER PA 169 OF 1988 SEC.4

1. This agreement shall be effective beginning with the 2019 tax collection and continues until terminated by either party with sixty (60) days prior written notice.
2. The remittance schedule for payment to the County is as follows:

Taxes collected through the following dates:

Jul 15, 31	Oct 31	Jan 15,31	Mar 31
Aug 15, 31	Nov 30	Feb 14, 28*	Apr 30
Sep 15, 30	Dec 15, 31	(*or 29 th leap year)	May 31
			June 30

Shall be remitted to the County no later than 3:00 p.m., of the third business day following the above listed dates. The Treasurer may retain a maximum of 10% of the taxes collected the last 15 days of February until the delinquent roles are reconciled by the County Treasurer. Business Day is defined as a day, other than a Saturday or Sunday, on which the commercial banks in Traverse City are not required by law or executive order to remain closed.

3. In consideration of the agreement, the Township shall retain the interest earned by the investment of the tax collections from the date of collection to the calendar day immediately preceding the due date of remittance of said taxes to the County in accordance with the schedule set forth in paragraph 2 of this agreement. Failure of performance by either party waives the obligations or agreement of the other party.

COUNTY OF GRAND TRAVERSE

TOWNSHIP OF:

BY: _____

BY: _____

Heidi Scheppe, Treasurer

Supervisor

BY: _____

BY: _____

Robert Hentschel

Clerk

Chairman of the Board

BY: _____

Treasurer

SIGNATURE AUTHORIZED BY GRAND TRAVERSE

COUNTY RESOLUTION OF

SIGNATURES AUTHORIZED BY RESOLUTION OF

2016 Road Commission Commitment Letter



*"Our mission is to upgrade and maintain
a safe and efficient road system"*

DATE: November 9, 2016
TO: Rob Manigold
Peninsula Township Supervisor
13235 Center Road
Traverse City, MI 49686
RE: SAD Cost Allocations

Dear Mr. Manigold:

Per your request, the Grand Traverse County Road Commission would like to summarize the Road Commission's match policy for items as identified within Mr. Boals email dated 11/1/2016.

Braemar Estates:

It is our understanding that the Township is considering two (2) assessment districts for Braemar. Please find listed below the assessment districts and the Road Commission's assumed contributions.

- 1) **Braemar Drainage District** – Per cost estimate from October 27, 2016, from GFA, the total project cost for the drainage district is estimated to be \$186,439.00. It is noted that a private group worked on the assessment and have spent \$12,950.00 on preliminary items. Considering this work was not performed by the Township, the Road Commission would typically not contribute to these cost. Therefore \$173,489.00 will be used for contribution calculations. Through SAD projects the Road Commission would get reimbursed for their time (including legal fees) at the percentage assessed (for example, if the Road Commission's effort equaled some number the SAD would be expected to pay the cost minus the percentage being paid by the Road Commission). Per review of the cost estimate it was not clear if the Road Commission assumed effort was included. At this time it is assumed that it is included. For reference the cost for the Road Commission is estimated at \$10,000.00
 - a. The Road Commission will contribute 50% of the county wide assessment of 22.4% (basic benefit). This percentage is assumed to be the contributing amount of area that lies within the road right-of-way (ROW) as provided by the Township Engineer. This would yield 11.2% of \$173,489.00 equaling \$19,430.77. It was discussed that the Road Commission would also contribute \$20,000.00 toward the proposed cross culvert on Peninsula Drive (supplementary benefit). Therefore the

total contribution from the Road Commission would equal \$20,000.00 + \$19,430.77 = \$39,430.77.

- 2) Public Road SAD - Through SAD projects the Road Commission would get reimbursed for their time (including legal fees) at the percentage assessed (for example, if the Road Commission's effort equaled some number the SAD would be expected to pay the cost minus the percentage being assessed to the Road Commission). In the example below, for Braemar Road, 60% of \$7,500.00 would be paid by the SAD. Per review of the cost estimate it was not clear if the Road Commission assumed effort was included. At this time it is assumed that it is included.
- a. Braemar Road SAD - Per cost estimate dated October 24, 2016 from GFA, Braemar Drive reconstruct is estimated to be \$76,705.20. For reference, the cost for the Road Commission's time is estimated at \$7,500.00. Per the Road Commission's policy on Local Match Contributions and based on the scope (Crush and Shape) the Road Commission will contribute up to 25%, or up to 30% if paved shoulders are placed. At this time there will be an assumption that paved shoulders are placed. Therefore the contribution would be 30% of \$76,705.20 equaling \$23,011.56.
- b. Buchan Drive/ Snowfield Court- Per cost estimate dated October 24, 2016 from GFA, Buchan Drive/ Snowfield Court reconstruct is estimated to be \$357,225.00. Through SAD projects the Road Commission would get reimbursed for their time (including legal fees) at the percentage assessed (for example, if the Road Commission's effort equaled some number the SAD would be expected to pay the cost minus the percentage being assessed to the Road Commission). Per review of the cost estimate it was not clear if the Road Commission assumed effort was included. At this time it is assumed that it is included. For reference the cost for the Road Commission is estimated at \$8,000.00. Per the Road Commission's policy on Local Match Contributions and based on the scope (Crush and Shape) the Road Commission will contribute up to 25%, or up to 30% if paved shoulders are placed. At this time there will be an assumption that paved shoulders are placed. Therefore the contribution would be 30% of \$357,225.00 equaling \$107,167.50.

Clarifications for Braemar:

- Road Commission effort assumed to be within provided estimate. If not, adjustments to the number will be required.
- Road Commission effort is general admin and legal services and does not include construction, oversight, closeout or testing.
- All SAD contributions require Board approval and are dependent on available funds
- Assuming all items required for total completion of the project are within the provided estimates.

Logan Hills:

It is our understanding that the Township is considering four (4) assessment districts for Logan Hills. Please find listed below the assessment districts and the Road Commission's assumed contributions.

- 1) **Logan Hills Drainage district** – Per cost estimate from October 10, 2016 from GFA the total project cost for the drainage district is estimated to be \$452,149.90. It is noted that a private group worked on the assessment and have spent \$17,177.50 on preliminary items. Considering this work was not performed by the Township, the Road Commission would not contribute to these costs. Therefore \$434,972.40 will be used for contribution calculations. Through SAD projects the Road Commission would get reimbursed for their time (including legal fees) at the percentage assessed (for example, if the Road Commission's effort equaled some number the SAD would be expected to pay the cost minus the percentage being assessed to the Road Commission). Per review of the cost estimate it was not clear if the Road Commission assumed effort was included. At this time it is assumed that it is included. Please note that no allocations have been performed at this time and no final design or calculations have been provided. It is assumed that the Road Commission's assessment would be 10%. For reference the cost for the Road Commission is estimated at \$14,000.00
 - a. The Road Commission will contribute 50% of the county wide assessment of 20% (basic benefit). This would yield 10% of \$434,972.40 equaling \$43,497.24.
- 2) **Public Road SAD** - Through SAD projects the Road Commission would get reimbursed for their time (including legal fees) at the percentage assessed (for example, if the Road Commission's effort equaled some number the SAD would be expected to pay the cost minus the percentage being assessed to the Road Commission). Per review of the cost estimate it was not clear if the Road Commission assumed effort was included. At this time it is assumed that it is included.
 - a. **Maple Terrace SAD** – Per cost estimate dated October 20, 2016 from GFA, Maple Terrace reconstruct is estimated to be \$94,748.94. For reference the cost for the Road Commission's time is estimated at \$7,500.00. Per the Road Commission's policy on Local Match Contributions and based on the scope (Crush and Shape) the Road Commission will contribute up to 25%, or up to 30% if paved shoulders are placed. At this time there will be an assumption that paved shoulders are placed. Therefore the contribution would be 30% of \$94,748.94 equaling \$28,424.68.
 - b. **Hilltop Road SAD**- Per cost estimate dated October 18, 2016 from GFA, Hilltop Road reconstruct is estimated to be \$130,058.50. Through SAD projects the Road Commission would get reimbursed for their time (including legal fees) at the percentage assessed (for example, if the Road Commission's effort equaled some number the SAD would be expected to pay the cost minus the percentage being

assessed to the Road Commission). Per review of the cost estimate it was not clear if the Road Commission assumed effort was included. At this time it is assumed that it is included. For reference, the cost for the Road Commission is estimated at \$6,000.00. Per the Road Commission's policy on Local Match Contributions and based on the scope (Crush and Shape) the Road Commission will contribute up to 25%, or up to 30% if paved shoulders are placed. At this time there will be an assumption that paved shoulders are placed. Therefore the contribution would be 30% of \$130,058.50 equaling \$39,017.55.

3) Water Assessment – Road Commission's contribution is \$0.

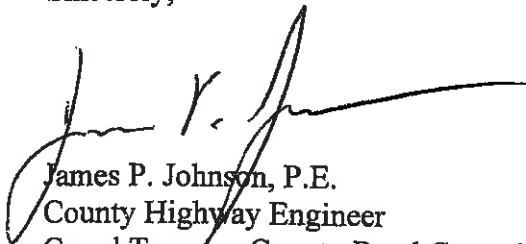
4) Private Road SAD – Road Commission's contribution is \$0.

Clarifications for Logan Hills:

- Road Commission effort assumed to be within provided estimate. If not adjustments to the number will be required.
- Road Commission effort is general admin and legal services and does not include construction oversight, closeout or testing.
- All SAD contributions require Board approval and are dependent on available funds.
- Assuming all items required for total completion of the project are within the provided estimates.
- Allocations for the drainage district have not been completed therefore percentage is a guess at this time.
- The Road Commission has only review a very preliminary plan set from GTE which the cost estimate is established from.
- Assumed Maple Terrace Road SAD is understood as the section not within the watermain SAD.

We appreciate the continued communication with the Township and look forward to working with you in the future. If you have any questions or concerns please contact me anytime.

Sincerely,



James P. Johnson, P.E.
County Highway Engineer
Grand Traverse County Road Commission