

# PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

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

**Township Board Special Meeting**

**Township Conference Room**

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

**Meeting Minutes**

**Corrections made November 20, 2019,  
by clerk**

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

2. **Pledge**

3. **Roll Call**

Present: Manigold, Achorn, 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 1/7<sup>th</sup> 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 150<sup>th</sup> 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 Mihm** 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 Mihm** 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 150<sup>th</sup> 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.

**Ahorn:** A 30-foot piece of steel is very expensive, and so what they are recommending is wainscoting 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

wainscoting 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 Glistorff (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.