

## Bear Creek Township Board Meeting February 3, 2021- **ZOOM Meeting**

I. Called to order at 7:00 p.m.

II. **Roll Call**

- a. Keiser- (Bear Creek Township, Michigan), Golding- (Bear Creek Township, Michigan), Hoffman- (Bear Creek Township, MI), Urman- (Bear Creek Township, MI), Kendzierski- (Bear Creek Township, MI)
- b. Others Present: Al Welsheimer, Brian Gutowski, Bill Shorter, Mitch Brown, Dr. LaBeau

III. **Pledge of Allegiance**

IV. **Approval of Minutes**

- a. Minutes from five meetings: Regular BCT Board Meeting on January 6, 2021, Special Employee Meeting on January 19, 2021, Special Budget Meeting on January 20, 2021, Special Budget Meeting on January 22, 2021, and Special Budget Meeting on February 1, 2021.
- i. **Motion** by Hoffman to approve all minutes as presented. 2<sup>nd</sup> by Golding. **Passed**

V. **Request from the Floor/Discussion**

VI. **Approval of the Agenda**

- a. **Motion** by Hoffman to approve the agenda as presented. 2<sup>nd</sup> by Urman. **Passed**

VII. **Unfinished Business**

a. **Roads**

- i. Keiser shared the roads for completion this year. The Road Commission's recommendation is to do the following: ultra-thin on Click Rd from Cedar Valley Rd east, Gruler Rd, Jones Landing and Kolinski Rd. They are also recommending a re-build of Bellmer Rd south of Pickerel Lake Rd, Country Club by the golf course, Rustic Road, and Mindel Rd. The cost is estimated at \$925,000. We were under about \$300,000 on roads this year, so over the two year span, we will be spending about \$600,000 per year.
  - a. Hoffman noted that fertilizer prices are going up. Fuel prices are going up and he would like to get locked in on our prices for the year. Brian Gutowski explained that the contractors order product in October, so the prices will already be locked in for this year.
  - b. **Motion** by Hoffman to authorize the supervisor to sign the contracts for the roads presented, to put them out to bid, possibly for spending up to \$925,000 this year. 2<sup>nd</sup> by Kendzierski. **Passed**
- ii. Keiser explained that we still owe around \$34,000 on Atkins Rd from three years ago, and the problem on this road has still not been repaired. The contractor went out in fall 2019 and spent about \$16,000 to repair that area. The area that was dug out was fixed well, but when the paver came in, the road was paved in poor conditions.
  - a. Brian Gutowski explained that last fall, the road commission held 10% from Elmers because of that failed section of road. When Elmers put in a new layer to fix it, they did a good job, but when Rieth Riley paved it, it was raining. That 100ft section needs to be either cut out or patched. In discussion with Rieth Riley, it was agreed that \$3,500 was a reasonable credit to repair this mistake.
  - b. Keiser explained that we have held this 10% because the road has not been repaired. Gutowski is asking that we pay the invoice with the promise that the road commission will repair it this summer.
  - c. Urman asked if that will be 100ft long. Gutowski explained that it will likely be 125-130ft. They will start a bit before where the patch is now and grind it down to blend it. Then they will put a cap on it to smooth it out. The road commission will pay someone to come in to grind it, but then the road commission itself will do the paving.
  - d. Keiser confirmed with Gutowski that if we pay the remaining 10%, Bear Creek Township will not see another bill for this project. He confirmed that this project will be done by mid-end of June. Gutowski agreed.
  - e. **Motion** by Hoffman to pay the road commission the remaining 10% for the Atkins Rd project, in the amount of \$34,576.87. 2<sup>nd</sup> by Urman. **Passed**

b. **Library Report**

- i. Golding shared a report on the library meeting, which was held via Zoom. The library board approved the minutes, bills and financial reports for December. The Friends of the Library shared that January was history book month and they applied for a grant. Ken Winter retired from the library board and Amy Jansen took his place. Kim Block is the new secretary for the library board. Additionally, the library is in the process of leasing the presbyterian church's parking lot for library patron parking.
- c. **US 31 Corridor Study**
  - i. Keiser noted that OHM is going to start working on this project again.
- d. **Click Road Property Closing Date**
  - i. Keiser shared that we have a February 9<sup>th</sup> closing date on this property. He shared the closing documents, survey and resolution. Joel has reviewed and approved these documents. The final cost is \$6,000/acre for a total of 5.17 acres (per the survey). This land will be used for a potential second fire hall to also be used as a precinct two polling place.

- ii. **Motion** by Kendziorski to adopt a resolution to authorize property acquisition for real estate located within section 21 of Bear Creek Township from William and Mary Foster. The township supervisor and clerk shall be authorized to sign on behalf of the township, any documents necessary or advisable to complete this purchase. 2<sup>nd</sup> by Golding.

- a. Roll Call: Hoffman, Keiser, Golding, Kendziorski, Urman

- a. Yes: Hoffman, Keiser, Golding, Kendziorski, Urman

**Passed**

**e. COVID-19 Update**

- i. Keiser shared the updated COVID-19 response and preparedness plan. With the current guidelines from the MDHHS, we will not be able to have in person meetings until 2/21/21, at which point, we would be limited to 10 people. It will be difficult to have in-person meetings with 10 people, as we have to have room for the public, so we may need to continue with Zoom. Golding, Kendziorski, and Coats are still working remotely one day a week.

**f. Crooked Lake Consortium**

- i. Keiser noted that there were about 60 people from the lake association that attended the county commission meeting (via zoom) in opposition to the change. The lake association will be meeting next week to decide to either support or deny the request to lower the lake levels. Keiser advised following their recommendation, as they are more familiar with the lake than we are.
- ii. Bill Shorter shared that there were about 35 people at the county meeting, the rest of the individuals were there for another issue. There was some misinformation spread and some comments made (from the public) at the county meeting that were untrue. Shorter noted that the Army Corps will be sending some more information for our review. The proposed change would be by 1 ¼ inches, which is the level that has historically been there for the last 90 years. There have been some issues with flooding in the summer which has cause erosion. Shorter met with an engineer from Benchmark Engineering to discuss this.

**VIII. New Business**

**a. Salary Resolutions**

- i. Keiser shared that the Board will need to adopt the salary resolutions for the new fiscal year. These will go into effect on April 1, 2021.
- ii. **Motion** by Kendziorski to adopt the salary resolution to increase the wage of the supervisor to \$17,000 annually and the assessor to \$65,775.80 annually. 2<sup>nd</sup> by Hoffman.

- a. Roll Call: Kendziorski, Urman, Hoffman, Keiser, Golding

- a. Yes: Kendziorski, Urman, Hoffman, Keiser, Golding

**Passed**

- iii. **Motion** by Golding to adopt the salary resolution to increase the wage of the clerk to \$37,500 annually. 2<sup>nd</sup> by Hoffman.

- a. Roll Call: Golding, Kendziorski, Urman, Hoffman, Keiser

- a. Yes: Golding, Kendziorski, Urman, Hoffman, Keiser

**Passed**

- iv. **Motion** by Kendziorski to adopt the salary resolution to increase the wage of the treasurer to \$25,000 annually and the building department secretary to \$20,000 annually. 2<sup>nd</sup> by Urman.

- a. Roll Call: Keiser, Golding, Kendziorski, Urman, Hoffman

- a. Yes: Keiser, Golding, Kendziorski, Urman, Hoffman

**Passed**

- v. **Motion** by Golding to adopt the salary resolution to increase the wage of the trustees to \$7,000 annually. 2<sup>nd</sup> by Kendziorski.

- a. Roll Call: Urman, Hoffman, Keiser, Golding, Kendziorski

- b. Yes: Urman, Hoffman, Keiser, Golding, Kendziorski

**Passed**

**b. Budget Amendment**

- i. The following budget amendments will need to be made: \$7500 for the secretary (last month we amended for the wages, now we need to amend for the benefits), \$1400 for the deputy treasurer, and \$550 for the treasurer.

- ii. **Motion** by Kendziorski to approve a budget amendment in the amount of \$7500 for the secretary, \$1400 for the deputy treasurer, and \$550 for the treasurer. 2<sup>nd</sup> by Golding.

**Passed**

**c. Sewer Resolution**

- i. Keiser shared the final resolution to dissolve the sewer authority. This resolution accepts everything that the authority had, including responsibilities.

- ii. **Motion** by Kendziorski to adopt the resolution to accept assignments regarding the sewer system. 2<sup>nd</sup> by Urman.

- a. Roll Call: Hoffman, Keiser, Golding, Kendziorski, Urman

- b. Yes: Hoffman, Keiser, Golding, Kendziorski, Urman

**Passed**

- iii. There is a second resolution which will need to be passed to revoke a previous resolution (22-05) which delegated what the authority was responsible for and what the township was responsible for. This new resolution would delegate these responsibilities to the township entirely.

- iv. **Motion** by Golding to revoke the previous sewer resolution (22-05). 2<sup>nd</sup> by Kendziorski.

- a. Roll Call: Keiser, Golding, Kendziorski, Urman, Hoffman

b. Yes: Keiser, Golding, Kendziorski, Urman, Hoffman

**Passed**

**d. Sewer Ordinance Amendment**

- i. Keiser shared a sewer use amendment for ordinance 42-21, which would amend Article 3, Section 1, B and C. Currently, the township is responsible for the sewer line in the entire public right of way. In doing research, Keiser found that other townships are only responsible for the main sewer line and not the lateral servicing the building. We do have one property on Surrey Lane that we will need to fix in the spring, as we found the plugged line last November and only temporarily fixed it (and the break in that line happened before this ordinance amendment). This new ordinance amendment would go into effect 30 days after adoption.

- ii. **Motion** by Golding to adopt the sewer ordinance amendment for ordinance 42-21. 2<sup>nd</sup> by Hoffman.

e. Roll Call: Golding, Kendziorski, Urman, Hoffman, Keiser

a. Yes: Golding, Kendziorski, Urman, Hoffman, Keiser

**Passed**

**f. Poverty Exemption Resolution**

- i. Keiser shared that there were changes made to the poverty exemption act that was passed on 12/22/20. He has recently learned some new information, so will need to amend this resolution before we make it.

- ii. **Motion** by Kendziorski to table the poverty exemption resolution. 2<sup>nd</sup> by Golding.

**Passed**

**IX. Planning/Zoning Report**

- a. Kendziorski noted that the Planning Commission first heard a presentation from Emily Meyerson regarding the housing shortage. Next, the Planning Commission heard cases. The first case, David Coveyou for a special use permit and site plan review, was postponed per applicant request. The next case, Chase Bank for a final planned unit development and site plan review, was passed. This request was for a drive-thru ATM in the Marhsalls/Goodwill/HomeGoods plaza.
- b. The next three cases all relate to Hearthside Grove. The first of these cases, case PPUDP21-01, is for a preliminary PUD-RO for Orchis Trail and Monarch Way. The second of these cases, PPUDP21-02, is for a preliminary PUD-RO for vacant land within Hearthside Grove (Phase VI). The third of these cases, PPUDP21-03, is for a preliminary PUD-RO for Ciderpress Dr, Marshside Dr and Hearthside Dr. All three cases were postponed, as the planning commission is waiting to see the fourth part of Hearthside Drive next month. Then the Planning Commission will address this as one large PUD-RO.
- c. The last case was for Nicholas Liebler for a special use permit at 1727 Anderson Rd. This would be a change of use from a church to a medical office. This case was approved.

- d. **Motion** by Urman to accept the Planning Commission report. 2<sup>nd</sup> by Hoffman.

**Passed**

**X. Fire Department Report- Report by Welsheimer**

- a. Welsheimer shared that the fire department did some search and rescue training with the new radios. They discussed winter driving and had a training about suicide prevention and mental health. They installed some detectors in a home and had 2 EMS and 13 fire calls this month. There are no dead spots in Bear Creek Township for the new radios. Additionally, the annual fundraiser dance was cancelled this year due to COVID-19.

**XI. Parks and Recreation Report**

- a. There is no new report.

**XII. Correspondence**

- a. Keiser shared that he and Hoffman met with Paul Chatfield and Frank Foster this month about our marijuana ordinance. They sent a thank you note to the township. Keiser also shared what he received about transit. There is a group trying to bring back the transit system and they would like to form an authority. Lastly, Keiser noted that Melrose Township is asking for our support for their grant request to purchase land for additional parking for their park in the Village of Walloon.

- i. **Motion** by Hoffman to send a letter of support to Melrose Township for their grant request. 2<sup>nd</sup> by Kendziorski.

**Passed**

**XIII. Clerk's Business/Bills- Report by Kendziorski**

- a. Kendziorski reported bills in the amount of \$212,199.29.

- i. **Motion** by Kendziorski to pay the bills in the amount of \$212,199.29. 2<sup>nd</sup> by Urman.

**Passed**

**XIV. Treasurer's Report- Report by Golding**

- a. The Treasurer's Report shows a balance of \$9,003,508.31 as of 1/31/21.

**XV. Building Department Report- Report by Golding**

- a. Keiser remarked that the building inspector will be retiring on May 1, 2021. We will need to start advertising for a new inspector. The board has reviewed a job description and ad for this position. The goal is to post this ad tomorrow, 2/4/21, and to have a deadline of 2/19/21. We can then proceed with interviewing and possibly get ready for the March meeting.

- b. **Motion** by Urman to advertise for a new building inspector. 2<sup>nd</sup> by Hoffman.

**Passed**

**XVI. Sewer Business/Bills**

- a. Keiser noted bills for the township sewer in the amount of \$67,145.53.

- i. **Motion** by Keiser to pay the township sewer bills in the amount of \$67,145.53. 2<sup>nd</sup> by Kendziorski. **Passed**
- b. Keiser shared that we have a new sewer service permit application from American Spoon Foods. This would be for a total of 2 REU's for the warehouse. They are all hooked up and Keiser has completed the inspections.
- i. **Motion** by Keiser to approve the American Spoon Foods Sewer Service Permit Application. 2<sup>nd</sup> by Hoffman. **Passed**

**XVII. Request from the Floor/Discussion**

- a. Hoffman asked about the upcoming Daniels case for the Planning Commission. This would be a request for 6 trailers and 3 parking spots. Additionally, there would have to be a location for the dumpster.
- i. Keiser noted that this started as a small home business, but has grown. This will be discussed later this month at the Planning Commission and we should wait for more information before we discuss it further.

**XVIII. Other Business**

- a. Dr. LaBeau asked what the township has planned for new property on Click Rd.
- i. Keiser shared that the goal is to put another fire hall there, to also be used as a second polling location (for precinct 2). This would be a 3-5 year project. It would also bring most of the residences in the township within a five mile radius of fire assistance.
- b. Mitch Brown asked when the next budget meeting will be held.
- i. The next special meeting will be held on February 22, 2021 at 3:30pm to finish the budget for the new fiscal year and to review the applications for the building inspector position.

**XIX. Public Comment: None**

**XX. Adjournment: 8:31 p.m.**

Respectfully submitted,

*Emma Kendziorski*

Emma Kendziorski, Bear Creek Township Clerk