

## Bear Creek Township Board Meeting October 13, 2021- Zoom/In-Person Hybrid

- I. Called to order at 7:01 p.m.
- II. **Roll Call:** Keiser, Hoffman, Golding, Radatovich (participating remotely from Bear Creek Twp, MI), Urman (participating remotely from Bear Creek Twp, MI)
  - a. Others Present: Al Welsheimer, Mitch Brown, Adam Caron, Ethel Larson
- III. **Pledge of Allegiance**
- IV. **Approval of Minutes:** Regular meeting of Sept 1, 2021, Special meeting of Sept 8, 2021, closed session minutes of Sept 8, 2021, Election Commission meeting of Oct 11, 2021, and special meeting of Oct 11, 2021.

**Motion** by Golding to approve the minutes as presented. 2<sup>nd</sup> by Hoffman.

**Passed**

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

- VI. **Approval of the Agenda**

Keiser asked to add blight to the agenda.

**Motion** by Golding to approve the agenda and add blight. 2<sup>nd</sup> by Urman.

**Passed**

- VII. **Unfinished Business**

- a. **Roads**

Keiser explained that all of the roads are substantially complete. There are still a few drainage issues to work out with Country Club. At Boyer Rd there was a large culvert replaced, and that is now complete. Hoffman believes they need to put more gravel there. Keiser shared that at the last Planning Commission meeting, a PUD-RO was approved for a housing development on the corner of Atkins and McDougal Rd. The small stretch of McDougal Rd between Atkins and Northmen Dr is unmarked and does not have a speed posted. Keiser would like to have a speed study done to have a speed posted, in hopes that this development could get access off McDougal. The speed study can be done quickly, but to lower the speed officially would be about a year process. The developers would also have to get an easement from the school to have an access off McDougal.

**Motion** by Golding to request that the road commission do a speed study of McDougal Rd between Atkins and Northmen Dr. 2<sup>nd</sup> by Hoffman.

**Passed**

- b. **Library Report**

Golding shared that the library board has a new member. The minutes and bills of the month were approved. The Friends of the Library will be having a candy cane village in early December. The Director's Report showed that the snow melt system had about \$18,000 in repairs in the last three years. The HVAC system needs to be replaced. There is a new tutoring program that will be starting. The budget was approved and there will be a wage increase of 7% for all library employees.

- VIII. **New Business**

- a. **Audit 2020-2021**

Adam Caron shared that Bear Creek Township has three major funds: the general, fire and building fund. There is a total of six funds. Bear Creek Township has a total of \$6.1 million in total assets and of that, 97% is cash and investments. The liabilities total around \$30,000. The fund balance is quite healthy for this organization. The general fund has an unassigned fund of about \$3.9 million, which is about four times the operating expense of the year. The most significant financial change for the township in the last year was dissolving the sewer authority and the township absorbing that. There were two over budget activities for last year: 1) refuse and recycling and 2) recreation and culture. It turned out this was because the categories the township uses for budgeting are different than those used for auditing. Caron and Radatovich worked through this and will try to resolve it for next year. Caron also shared the fire dept audit.

**Motion** by Golding to accept the 2020-21 audit. 2<sup>nd</sup> by Urman.

**Passed**

- b. **E-Mail Change**

Radatovich shared that it is now free for local governments to obtain a .gov domain. This would change our website and emails and is much more secure. Common Angle is willing to help us make the change.

**Motion** by Golding to upgrade the township to a ".gov" domain. 2<sup>nd</sup> by Hoffman.

**Passed**

- c. **Click Road Property- Screening**

Keiser explained that earlier this year, the board discussed screening the westerly line of the Click Rd property. The thought was to have the screening established before the fire hall is built. Dave Hoffman can plant a staggering set of mixed pine trees at 15' apart along the west line (which is 500ft). The trees will be 6-8ft and will cost \$100 each plus \$100 to plant and stake them. There is a one-year guarantee if we keep them watered once a week in the summer months. Keiser suggested sending a fire truck down to water them once a week. It will take 70-75 trees and will cost us \$14,000-15,000. Urman suggested water bags. Welsheimer noted that the bags will not work due to the size of the trees.

**Motion** by Golding to hire Dave Hoffman to plant up to 75 trees along the westerly property line of the Click Rd property for \$100 per tree plus \$100 to plant and stake them. The total cost of the project should not exceed \$15,000. 2<sup>nd</sup> by Hoffman. **Passed**

- d. **Click Road Property- Architect**

Welsheimer shared that he, Hoffman, and Urman met with two architects: Edgewater Design Group and Elaine Kaiser Architect. After reviewing the proposals, both seems equal and fair, and they would recommend Elaine Kaiser Architect. Keiser asked some

questions about the financial aspect. The first phase is the floor plan and overall picture. The second phase would be to go over the construction plans. Keiser noted that there may be some grant money available for green energy.

**Motion** by Hoffman to hire Elaine Kaiser, Inc. to be the architect for the Click Rd fire station project, and to approve payment in the initial amount of \$5,000, as well as payment for the first phase of the project, not to exceed \$60,000. 2<sup>nd</sup> by Golding.

Roll Call: Keiser, Hoffman, Golding, Urman, Radatovich

Yes: Keiser, Hoffman, Golding, Urman, Radatovich

**Passed**

**e. Stimulus Money**

Keiser explained that Bear Creek Township is going to receive approximately \$664,000 in ARPA funding. We received a check for half of the money a few weeks ago and will receive the rest next year. We have to allocate the money by 2024 and spend it by 2026. Keiser would like to set up a special work session in November to discuss possible uses for the ARPA funds. He suggested that every board member gather ideas. The money cannot be used for roads, but can be used for other infrastructure. It would be best if we could find grants and other ways to leverage this money, and make the most out of it. Radatovich found a grant for 100,000 if the township would make a 30% match (30,000). Radatovich noted that there may be other grants and stimulus coming for certain things, so it is suggested to wait and see what is out there before we allocate our funds. Keiser shared that across the board, Emmet County will be receiving \$20 million in ARPA funds. The County will be hiring a grant writer to help with this as well.

**f. Division Road Ending**

Keiser explained that in 2003, the township upgraded the lift station at the end of Division Rd. The road commission deeded 66ft to the township there at that time. However, last year, it was discovered that the township owns 33ft and Bay View owns 33ft. Bay View would like to deed the township the westerly 33ft that they currently own. Ferguson Chamberland did Bay View's survey and so it is suggested that we use that surveyor as well. The land will not cost the township, but we will have to pay for the survey and deed fees.

**Motion** by Hoffman to hire Ferguson Chamberland to survey the end of Division Rd and to pursue acquiring the additional 33ft from Bay View. 2<sup>nd</sup> by Urman

**Passed**

**g. Burning Ordinance**

Keiser shared that the township board adopted a burn ordinance in 2018. At that time, we didn't want to stop the burning of trees and brush from the property where the trees were grown or generated from. However, lately, there has been a commercial property on Anderson that burned a large amount. Keiser is wondering if the board would like to consider amending the ordinance to state no burning on commercial properties. The board agrees that we should not allow open burning on commercial properties. Keiser will contact Joel Wurster for assistance rewording the ordinance.

**h. Township Parking Lot**

Keiser shared that curbing the township parking lot will be a spring project. We are on the schedule for the spring.

**IX. Planning/Zoning Report**

Radatovich shared that there were four cases this month. The first was for Mantheis, who came back to the Planning Commission to amend their site plan to add RVs. This would phase their project into three phases. The first half would be homes, and the second half would be two sections of RVs. The first section would be developed into homes in 5 years. The second section would be developed into homes in 10 years. The Planning Commission unanimously denied this amendment, and affirmed their decision to approve the plan without RVs (the previous plan). The second case was for Dylan Borland, for a preliminary PUD-RO for an apartment complex on Atkins Rd. This case was approved unanimously by the Planning Commission. It is worth noting here that it was mentioned in that case at the Planning Commission that it would be served by city sewer. This is not true. That development will be served by township sewer. The third case was for Skop's Powder Coating. The Planning Commission felt that a drainage plan was necessary, as well as details regarding the screening/fence to be used. However, the Planning Commission passed it with approval, on condition that these items must be reviewed by the township board. Lastly, there was a proposed text amendment for the draft solar documents. This case was approved.

Keiser explained that the Dylan Borland case for Atkins Rd was approved at the county level. They will be returning with a site plan. The Skop case was approved at the county level, against Keiser's recommendation. The architect came in last Tuesday with updated plans and it was too late. Keiser told him he would have to go back to the township Planning Commission. However, the county Planning Commission approved it. Keiser is concerned about the use of storage containers for screening, and the fact that this is a heavy industrial use in a commercial area. At the county Planning Commission meeting, the Manthei's presented additional information, and it was brought to light that RVs are an allowed use in FF-1 with a special use permit. The county Planning Commission sent the case back to the township Planning Commission for further review. Keiser noted that this case is primarily about workforce housing. The RVs are a creative solution to keep the costs down. The Mantheis would be putting in \$4-5 million in infrastructure costs up front, but would only be about to build 25 homes per year. This is not affordable housing, but it is housing, and there is a need for middle cost housing.

Urman asked about the sewer at the Borland case. Keiser confirmed that this would be township sewer. The city cannot bring sewer into the township.

Mitch Brown confirmed that the township Planning Commission does endorse the Manthei project as far as housing is concerned. The RV details will need to be worked out.

Urman suggested that maybe 5-10 years for RVs is too long. Perhaps the Planning Commission could suggest 3-5.

Keiser noted that the shipping containers are in the Emmet County Ordinance. Brown spoke with Tammy Doernenburg, who confirmed that you cannot deny a case based on shipping containers, because they are considered a building in the ordinance. Keiser noted that Larry Olliffe has decided to retire from the Planning Commission. He would like us to find a replacement, but he will wait until the end of the year if we cannot find anyone.

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

Welsheimer noted that they did an extraction training and completed a search and rescue for a lost hunter. The fire dept had 2 EMS calls and 24 fire calls. They installed 4 smoke detectors and hosted a Fire Prevention event at Lowe's last weekend. Kring's will be doing an electric vehicle training. Additionally, Welsheimer noted that the board will need to pass a resolution to set the schedule of fire inspection fees. The first inspection will be free, but reinspections will be \$100 each. They will be starting with hotels and this will go in place the first of the year.

**Motion** by Hoffman to adopt a resolution to set the schedule of inspection fees for the fire department. 2<sup>nd</sup> by Urman.

Roll Call: Hoffman, Keiser, Urman, Golding, Radatovich

Yes: Hoffman, Keiser, Urman, Golding, Radatovich

**Passed**

Welsheimer explained that Bryan Conklin has accepted the position to be the new deputy fire chief. He will be paid \$9,500.

Keiser explained how this salary will work in tandem with his building inspector salary. This is a huge benefit to have a fireman on staff full time. He can respond to calls from here at the office or if he is out on inspections. Conklin is also doing a great job in the building department.

#### **XI. Parks and Recreation Report**

Keiser noted that the parks will be closing at the end of the month. Dave Hoffman will be replacing the three dead trees at Jones Landing and can replace them for \$450 each. Additionally, the dog park will no longer be happening on township property- the city is going to put it on Howard Rd.

**Motion** by Hoffman to hire Dave Hoffman to replace three trees at Jones Landing at \$450 each. 2<sup>nd</sup> by Golding.

**Passed**

#### **XII. Correspondence**

Keiser shared the correspondence. The Emmet County MTA meeting is next week at McKinley Township Hall. Additionally, he received a letter from Emmet County about Flynn's Pit. O'Reilly will be looking to build there and will be coming to the Planning Commission next month. Additionally, Keiser received costal shoreline protection plan information.

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

Radatovich reported bills in the amount of \$241,616.59.

i. **Motion** by Radatovich to pay the bills in the amount of \$241,616.59. 2<sup>nd</sup> by Golding.

**Passed**

Radatovich noted that preparations for the November 2, 2021 election are going smoothly. We are receiving ballots back slowly and have about 750 back. However, during budget time, we did not know that there would be a special election. Therefore, we will need to amend the election budget by about \$7,500.

**Motion** by Radatovich to amend the election budget for \$7,500. 2<sup>nd</sup> by Golding.

**Passed**

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

The Treasurer's Report shows a balance of \$8,554,663.26 as of 9/30/21.

#### **XV. Building Department Report**

The building department budget looks good so far this year.

#### **XVI. Sewer Business/Bills**

Keiser reported bills for the township sewer in the amount of \$79,350.30.

i. **Motion** by Keiser to pay the township sewer bills in the amount of \$79,350.30. 2<sup>nd</sup> by Golding.

**Passed**

Keiser shared the sewer service applications. The first is for Walker's Min View LLC. The second is for Jackie Bell. The third is for Dorel Toma. The fourth is for a residence in Maple Creek subdivision.

**Motion** by Keiser to approve the presented sewer service applications. 2<sup>nd</sup> by Golding.

**Passed**

#### **XVII. Request from the Floor/Discussion: None**

#### **XVIII. Other Business: None**

#### **XIX. Adjournment: 9:10p.m.**

Respectfully submitted,

*Emma Radatovich*

Emma Radatovich, Bear Creek Township Clerk