

1
**Bear Creek Township Board Meeting
February 1, 2023**

Called to order at 7:01 p.m.

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

Pledge of Allegiance

Approval of Minutes: Regular mtg of Jan 4, 2023, special mtgs of Jan 4, Jan 11, and Jan 18, 2023.

Motion by Hoffman to approve the minutes as presented. 2nd by Urman.

Passed

Request from the Floor/Discussion: None

Approval of the Agenda

Unfinished Business

Roads

Keiser shared that we received two road bids- for Atkins and Krause. Both bids were approved. The light at Pickerel Lake and the highway is scheduled to be done by MDOT this fall, however there may be an opening for the spring. Karla Buckmaster asked if they were going to paint when the light goes in. Keiser noted that once the light is in, the paint will go. In addition, Keiser asked if it makes sense to add a four way stop at Pickerel Lake and Bellmer. This is something we could consider and the road commission could do a traffic study on. Brian Gutowski noted that when the road commission takes traffic counts on all four legs, all would have to be within 10% of one another and then the state police would issue it. Keiser worked with the road commission and they will do a study this summer. The board agreed.

Click Rd Property- Design Build

Keiser noted that we will continue to meet with the architect and will likely have another meeting at the end of February.

Sewer Lift Station #2 Upgrades

Keiser explained that the engineer and EGLE have been working on the design of the upgrade. Once EGLE approves the basic design, they can start selecting pumping equipment. We will need to have a work session with Gosling Czubak at the end of February. There have been several developers that are looking at that side of town.

Cell Phone Booster

Keiser explained that we have received a few quotes for the booster. Tele-Rad, who does the radio work for the fire dept, quoted us for \$3,207.50. Al Welsheimer noted that Tele-Rad will put in an antenna inside, outside, and in the fire hall. Keiser explained that this is also important because of the new office phones we are installing.

Motion by Urman to approve the cell phone booster from Tele-Rad in the amount of \$3,207.50. 2nd by Golding.

Passed

Budget Meeting Dates

Keiser noted that we will need to meet one last time for the budget. He suggested February 15th at 2pm.

Phone System

Keiser explained that the new phone system is being installed this week. They will likely go live tomorrow.

New Business

Cleanup Vouchers

Keiser shared that each year, we mail 2 cleanup vouchers to our permanent residents. Bay View also received vouchers to give to their residents. There is a 6% increase this year.

Motion by Radatovich to continue the cleanup voucher program, and to approve the cleanup vouchers for Bay View residents. 2nd by Urman.

Passed

Building Department Copier

Keiser explained that we are in need of a new copier for the building department. Van's has an available copier for \$450.

Motion by Golding to purchase a new copier for the building department. 2nd by Radatovich.

Passed

Assessor Policy

Keiser shared that there is a new policy to adopt for the assessor's office. This will explain the availability and ways to get in contact with the assessor.

Motion by Keiser to adopt the assessor's office policy. 2nd by Radatovich.

Passed

Board Compensation Resolutions

Keiser noted that we will have to make the salary resolutions for the new fiscal year, to go into effect April 1st, 2023.

Motion by Radatovich to adopt the salary resolution to increase the wage of the trustees to \$8,696 annually. 2nd by Golding.

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

Yes: Radatovich, Hoffman, Urman, Keiser, Golding

Passed

Motion by Golding to adopt the salary resolution to increase the wage of the clerk to be \$60,000 annually. 2nd by Hoffman.

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

Yes: Keiser, Golding, Hoffman, Urman, Radatovich

Passed

Motion by Radatovich to adopt the salary resolution to increase the wage of the treasurer to \$44,000 annually and the building dept secretary to \$26,000 annually, as well as an additional \$1,900 cost share to the building department secretary annually and \$642 annually (to the building department secretary) in place of an HSA contribution. 2nd by Urman.

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

Yes: Urman, Keiser, Golding, Radatovich, Hoffman

Passed

Motion by Radatovich to adopt the salary resolution to increase the wage of the supervisor to \$24,000 annually and the assessor to \$80,000 annually, as well as an additional \$4,500 cost share to the assessor annually and \$3,850 annually (to the assessor) in place of an HSA contribution. 2nd by Golding.

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

Yes: Golding, Radatovich, Hoffman, Urman, Keiser

Passed

Employee Meeting Date

Keiser explained that we need to set a date to meet with our employees. It will likely be the end of February.

Sheriff's Deputy

Keiser noted that we have discussed entering into a contract with Emmet County to have a designated sheriff for Bear Creek Township. This person would be someone specifically dedicated to Bear Creek that would serve 40 hours a week. There are other counties that have contracts with townships for sheriff services. This will help when we start working on contracts. The goal would be to start negotiating a contract so that this person could start in the summer.

Hoffman noted that blight and liquor are two big things, and we need to have professional help.

Karla Buckmaster asked if this would draw from our current coverage. Keiser noted that this would be 40 hours of a dedicated person in addition to the coverage we have now. The sheriff's office would create this position. Buckmaster asked how the sheriff will get complaints, or how we would get ahold of them. Keiser noted that everything would go through 911. If we needed help here at the office, we would have to call 911. At the end of the day we do not want to micromanage this person.

Hoffman noted that they will schedule their 40 hours based on our needs.

The board agreed to keep moving forward on this proposition.

Employee Handbook

Radatovich explained that she updated the employee handbook to reflect the day to day operations of the township. The one portion that is up for review is the holidays. Radatovich shared the holidays from the county. Hoffman feels that the current holidays are fine with him. Urman suggested adding Good Friday and Christmas Eve. Keiser agreed to adding Christmas Eve, and suggested Good Friday be a half day.

Urman asked about overtime pay. Radatovich noted that she follows the guidelines as set by the auditors.

Urman asked about returning to an 8-5 schedule. Golding noted that the township is busiest in the morning. Keiser noted that Sally used to work 9-5. Presently, Bryan gets to the office about 7:15. Most people come in early to talk with Bryan. There is very little traffic in the afternoon. Golding noted that the banks close at 4pm, so she has to leave in time to make it to the bank. Urman asked if Lizzy should work 9-5 so that we have office coverage until 5. Radatovich explained that Lizzy is busier taking sewer payments and such from 8-9 than she would be from 4-5. In addition, the dropbox continues to get used more, and we have less in person traffic, even during the times we are open.

Planning and Zoning Report

Radatovich shared that the first case, Case PPUDP22-02 Coseo Properties, Inc was withdrawn by the applicant. The second case, Case PSUP22-027 Lonny Beyer for a special use permit (contractor's use) at 4933 E Bear River Rd, was postponed for more information. The third case, Case PPUDP23-01 Mansfield Lane Use Consultants for Country Drive LLC, for a PUD-RO at 1393 N US 31 Hwy, was approved with the following modifications: the PUD-RO perimeter setback standards will apply as shown on the preliminary PUD plan, with the exception that the perimeter setback along US 31 be maintained at 50ft, the height may be modified to a peak height of 43 feet, that parking spaces may be reduced to include the following: 91 spaces at 10'x20', 87 spaces at 9'x20' and four handicap spaces, and the approval is on condition that the density standards of the R-2 General Residential Zoning District must be met for gross land area of the parcel, and that fire department standards and requirements be met. The fourth case, Case PPUDP23-02, Johnathan Lee for Willow

Creek Development LLC (etc.) for a PUD-RO at Woodridge Drive, US 31 Hwy & Pirates Way, was denied. The remaining cases were text amendments and they were all approved. Andrea Jacobs, the Emmet County Housing Director, would like to set up a joint Planning Commission and Township Board meeting on April 12th to discuss the Mitchell/Division intersection and the future of Mitchell Park.

Motion by Radatovich to accept the planning report. 2nd by Urman.

Passed

Hoffman noted that he does not agree with the 9ft parking spaces.

Fire Department Report

Welsheimer shared that they did a search and rescue training and completed a mock rescue with the RTV. There were 19 calls this month. In addition, they installed a bed shaker and smoke detectors for a resident.

Parks and Recreation Report

Keiser explained that the recreation committee has been working on preparing for a grant for Spring Lake Park and for the kayak launch. They should have a preliminary plan for the board for March. We will be required to have a public hearing as it is a grant requirement.

Correspondence

Keiser noted that we are considering getting Merit services. Welsheimer explained that this is a fiber optic company dedicated to public safety and education. We have had numerous outages with our current system, Charter, so we are looking into the cost of getting Merit.

Keiser shared an email that the board received from residents regarding the library. The residents wanted the board to apologize for what people say at public meetings.

Keiser shared that we received the minutes of the last library meeting from Val Meyerson. This is the response to the board's letter. In addition, we received a library report from Golding.

Keiser noted that the MTA conference is coming up in April. Urman and Hoffman will be attending and Keiser may join them for a day.

Clerk's Business/Bills- Report by Radatovich

Radatovich reported bills in the amount of \$356,546.27.

Motion by Radatovich to pay the bills in the amount of \$356,546.27. 2nd by Hoffman.

Passed

Radatovich would like to get an additional security camera, as we are moving the location of the election storage. Common Angle quoted us for \$1,071.31.

Motion by Radatovich to approve the purchase of an additional security camera for \$1,071.31. 2nd by Golding.

Passed

Radatovich suggested three budget amendments: \$2,500 to the secretary account, \$1,200 to the election account, and \$8,000 to the building and grounds account.

Motion by Radatovich to make the following budget amendments: \$2,500 to the secretary account, \$1,200 to the election account, and \$8,000 to the building and grounds account. 2nd by Hoffman.

Passed

Treasurer's Report- Report by Golding

The Treasurer's Report shows a balance of \$11,557,240.42 as of 1/31/23.

Building Department Report

Golding shared building department reports as of January 31st.

Sewer Business/Bills

Keiser reported bills for the township sewer in the amount of \$274,794.99.

Motion by Keiser to pay the township sewer bills in the amount of \$274,794.99. 2nd by Radatovich.

Passed

Keiser reported that there is an adjustment needed to the sewer budget in the amount of \$328,500. Approx. \$250,000 of this was ARPA funds.

Motion by Radatovich to amend the sewer budget for \$328,500. 2nd by Golding.

Passed

Keiser noted that we will need to set up a meeting with Gosling Czubak at the end of February to discuss lift station 1.

Request from the Floor/Discussion:

John Swartout suggested that when the board writes the contract for the deputy sheriff service, that the board should consider a township second amendment sanctuary pledge.

Val Meyerson clarified about the letter sent from township residents. She noted that the letter did not ask for an apology, rather, it asked for a public thank you for the library upholding first amendment responsibilities. She thanked the individuals that signed that letter and

noted that it was nice to hear their support. She also noted that the Holocaust exhibit is still up in the library and it will be up until February 14th. The library customers have been appreciative of the exhibit.

Closed Session- Potential Property Acquisition & Pending Litigation

Motion by Radatovich that the township board go into closed session to: 1) Consider the purchase of real property [MCL 15.268(d)], and 2) Consult with its attorneys regarding trial or settlement strategy in connection with pending litigation involving the Michigan Cannabis Regulatory Agency (CRA), as discussion in open session would have a detrimental financial effect on the litigation or settlement position of the township [MCL 15.268(e)]. 2nd by Golding.

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

Yes: Hoffman, Golding, Radatovich, Urman, Keiser

Time: 8:22pm

Passed

Motion by Hoffman to come out of closed session. 2nd by Radatovich.

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

Yes: Golding, Radatovich, Urman, Keiser, Hoffman

Time: 9:05pm

Passed

Other Business: None

Adjournment: 9:06p.m.

Respectfully submitted,

Emma Radatovich

Emma Radatovich, Bear Creek Township Clerk