

**Minutes from the  
Almira Township Board Regular Meeting  
March 19, 2012  
5:00 p.m.**

Supervisor Vance Bates called the meeting of the Almira Township Board to order at 5:00 p.m. at the Almira Township Fire & EMS Facility.

Supervisor led the Pledge to the Flag.

Supervisor called for roll call. Members present were: Dawn Campeau, Mary Dort, Diana Nolan, Vance Bates and Kirt Giddis.

**Additions/Deletions to Meeting Agenda by Board and Citizens:** Under New Business add Item F. Ordinance Amendment – Medical Marijuana and Item G: Temporary Maintenance.

**Approval of Meeting Agenda:** *Motion by* Campeau, and supported by Giddis, to approve the meeting agenda as amended. All ayes, motion passed.

**Approval of Consent Agenda:** *Motion by* Giddis, and supported by Nolan, to approve the consent agenda as presented:

1. Approve minutes of Regular Board meeting held February 13, 2012 and Special Board meeting held February 27, 2012.
2. Budget amendments for the month of March 2012: To be determined before closing current fiscal year.
3. Approve payment of check #'s 33122 – 33211. See check registers included in packet. Bills are available for examination upon request.
4. Receive and File the following reports:

Benzie County Commissioners:	Included in Packet
Assessor:	Included in Packet
Zoning Administrator:	No Report
Recreational Resources Committee:	No Report
Fire & EMS Department:	Included in Packet
Planning Commission:	No Report
Veterans Memorial Committee:	No Report
5. Miscellaneous: None.
6. Receive and file the following correspondence:
  - Lake Ann Village Council Draft Meeting Minutes dated 2-14-12
  - Revenue/Expenditure Report End of February 2012
  - Letter from Beth Dannecker-Noe dated 2-24-12All ayes, motion passed.

**Treasurer's Report:** *Motion by* Giddis, and supported by Dort, to receive and file the Treasurer's report. All ayes, motion passed. Copy will be filed in the Clerk's office.

**Brief Public Input:** None

**Guests:**

Mark Roper, Benzie County Commissioner, talked about items at the County level.

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Gene Mayo, Benzie County Emergency Services Manager, talked about the recent snow storm and how things worked. He also talked about the good job that members of the Almira Township Fire & EMS Department did and the many hours that were worked.

**Old Business:**

- A. Lakefront Park:** Trustee Nolan presented information on the next steps for this project. *Motion by* Dort, and supported by Campeau, to approve the Lakefront Park Committee to meet with the planner to make changes to the site plan as discussed and approved by the Village of Lake Ann Council; to approve Dale Flaherty, Village of Lake Ann Council President, to become part of the Lakefront Park Committee to assist with revised site plan; to approve expenditures of up to \$4,000.00 for planner which will include the revised drawings, meetings, and consulting work as necessary. All ayes, motion passed. *Motion by* Campeau, and supported by Giddis, to approve expenditure of up to \$4,000.00 for purchase of swim buoys, rope, etc.; to approve to begin bid processes – prepare RFP's and RFB's, etc. as necessary; and to approve Lakefront Park Committee to continue to maintain oversight of the project. All ayes, motion passed.
- B. Volunteer of the Year:** Supervisor Bates read the nomination letters. *Motion by* Giddis, and supported by Campeau, to name Diana Nolan as Volunteer of the Year. Four ayes, one abstained, motion passed. *Motion by* Giddis, and supported by Nolan, to name John and Sandy Nuske as Volunteers of the Year. All ayes, motion passed.
- C. Employee Evaluations:** Trustee Nolan and Supervisor Bates completed the evaluations. The evaluations are to be put in the personnel files.

**New Business:**

- A. General Appropriations Act:** Supervisor Bates read the amended General Appropriations Act for Fiscal Year 2012/2013 Resolution 03-12 #1. *Motion by* Campeau, and supported by Nolan, to adopt the General Appropriations Act for Fiscal Year 2012/2013 Resolution 03-12 #1 as amended. Roll call vote was as follows: Giddis, aye; Bates, aye; Dort, aye; Campeau, aye; Nolan, aye. All ayes, no nays, no one absent, motion passed. Supervisor declared resolution adopted.
- B. Regular Board Meeting Schedule for FY 2012-2013:** Supervisor Bates read Regular Board Meeting Schedule for Fiscal Year 2012/2013 Resolution 3-12 #2. *Motion by* Bates, and supported by Campeau, to adopt the Regular Board Meeting Schedule for Fiscal Year 2012/2013 Resolution 3-12 #2 as amended. Roll call vote was as follows: Nolan, aye; Dort, aye; Giddis, aye; Bates, aye; Campeau, aye. All ayes, no nays, no one absent, motion passed. Supervisor declared resolution adopted. **March Meeting Date:** Trustee Nolan explained why the meeting date change was requested. *Motion by* Nolan, and supported by Bates, to move the March Board meeting to Monday, March 19, 2012. All ayes, motion passed.
- C. Audit:** Audit of fiscal year 2011/2012 is to be done and discussion took place. *Motion by* Nolan, and supported by Campeau, to accept Tobin & Company to do

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the audit of fiscal year ending March 31, 2012 to also include the F65 report to the State. All ayes, motion passed.

- D. Clean Up Day:** Treasurer Campeau presented the flyer and asked if any group(s) were interested in helping that day. Discussion took place. *Motion by* Nolan, and supported by Giddis, to accept the amended flyer and that the donations be divided between the Fire & EMS Department and the Veterans Memorial Committee. All ayes, motion passed.
- E. Ambulance Charge Base Rate Fees:** Steve Puchovan, Fire & EMS Emergency Services Manager, presented information. *Motion by* Bates, and supported by Giddis, to raise the ambulance charge base rate for basic life support to \$525.00 and to raise the ambulance charge base rate for advanced life support to \$700.00. All ayes, motion passed.
- F. Ordinance Amendment – Medical Marijuana:** The Planning Commission needs to hold a public hearing before bringing this back to the Board.
- G. Temporary Maintenance:** *Motion by* Bates, and supported by Nolan, to appoint Gene Mayo as temporary maintenance person, third in line, based on the condition that the new employee can meet the hiring conditions. All ayes, motion passed. The Administrative Policy and Employee Handbook need to be reviewed.

**Extended Public Input:**

Ann Beaujean, Almira Citizens for Preservation President, thanked Trustee Nolan for her work along with the other committee members. Ann also thanked the Township Board, Lake Ann Village Planning Commission and Lake Ann Village Council. George Daisy agreed with Ann's thanks and added Steve Puchovan for his work too. George stated he was glad to see the Village and Township working together. Mark Roper asked if RFPs and RFBs would be advertised. Supervisor Bates stated they would at least be in the Traverse City Record Eagle. Steve Puchovan asked how the RFPs and RFBs would be done; the Lakefront Park Committee will be doing them.

**Board Comments:**

Treasurer Campeau asked about microphones and/or an audio system. Clerk Dort stated that the last day for bill for this fiscal year would be this Wednesday, and that she would be closing the fiscal year as needed. Trustee Nolan stated she appreciated the kind words, thank you. Supervisor Bates had questions regarding the letter from Beth Dannecker-Noe that the Treasurer answered. Vance also stated that the State had finally okayed the Roper property information and that he would fill out the voucher for the Township's portion. He would also contact Township Attorney Peter Wendling regarding the balance of the invoice.

**Adjourn:** There being no other business the Supervisor adjourned the meeting at 7:00 p.m.

Mary Dort, Almira Township Clerk