

Almira Township

Regular Board Meeting Minutes

May 8, 2023

I. Supervisor Roper **called the meeting to order at 6 pm** at the Almira Township Hall 19639 Maple Street, Lake Ann

II. Pledge to the Flag Recited

III. Roll Call

Present: Matt Therrien, Tammy Clous, Lori Florip, Mandy Gray Rineer, Mark Roper

IV. Additions/Deletions to Meeting Agenda: Under New Business, add: Item K. Zoning Ordinance Amendment; Item L. Red Door Rent; Item M. Fire Engine Repairs.

V. Approval of Meeting Agenda: *Motion by Clous*, supported by Therrien, to approve the meeting agenda as amended. All ayes, no nays, motion passed.

VI. Approval of Consent Agenda

Motion by Therrien, supported by Florip, to approve the consent agenda as presented. All ayes, no nays, motion passed.

VII. Treasurer's Report

Treasurer MG Rineer provided the Financial Report for the end of April-2023.

VIII. Brief Public Input: Mark Miller, Cedar Run Road, stated that he has attended Benzie County Road Commission meetings to inquire about a four-way stop be put in place at the intersection of Cedar Run Road and Lake Ann Road. The Road Commissioners suggested to Mark that someone from the Township Board should contact the Road Commission regarding this topic. Mark Roper stated that he would be in contact with the Road Commission.

IX. County Commissioners

Commissioner Art Jeannot presented a written report and answered questions. Art also discussed the Headlee Amendment and that the County might be looking at bundling select special millages to reduce the amount on yearly ballots.

X. Dept. Heads:

Tom Vinette, Recreation Resources Chairperson presented the Board with a trail map from Norte showing the connecting bike trail to the Ransom Lake connecting trail. DNR has stated that Almira Township needs to approve this connecting trail to be used. Discussion took place. Roper will contact the DNR and the Grand Traverse Regional Land Conservancy regarding this matter. Tom introduced Jerry Morse to discuss a possible plan for the summer baseball program leadership. Jerry stated that he, along with one other person, would be willing to work this year with the current leadership to learn the process, then take over for next year. The leadership would set up a rotation schedule so experienced people would be working with new people every year to keep the program going.

Chief Drury reported that for the month of April, they responded to a total of 35 incidents including: 20 ambulance requests in Almira Township, 2 citizen assists, 2 carbon

monoxide checks, 1 smoke alarm install/check, 2 residential structure fires, 1 burn complaint, 2 assists to Homestead Township FD, 1 assist to Glen Lake FD, 1 assist to Green Lake FD, 2 assists to Long Lake FD, and 1 assist to Inland Township FD.

XI. Village report: None

XII. Guests: None

XIII. Old Business

- A. Mistwood Greens:** Lakaila Streeter updated the Board on what she thought the next steps should be; getting the health department out to verify exactly where the exact location of the septic system was since there are two different drawings on file. Rineer will contact the health department regarding this. Discussion then took place regarding an email sent to the township today regarding a possible intent of purchase for all the parcels that the township owns.
- B. Master Plan:** Roper informed the Board that he had attended the May Planning Commission meeting and informed them that the Township Board was going to wait to see if the 2020 census information was available in August before preceding with the Master Plan update process.
- C. Townhall Cleaning:** Florip stated that she had talked with five to six cleaners about the townhall cleaning. The concern from them was not knowing when the cleaning was to be done, what were the expectations, and rate of pay. Discussion took place. *Motion by* Rineer, supported by Clous, to publish an ad seeking interest in cleaning of the township hall and township office. All ayes, no nays, motion passed.
- D. Zoning Administrator:** Roper informed the Board that there was still only one applicant applying for the Zoning Administrator position. Roper, along with Planning Commission chairperson Ratajczak, and ZA Williams will schedule an interview.

XIV. New Business

- A. Fee Schedule:** Updated fee schedule was reviewed and discussed. *Motion by* Clous, supported by Rineer, to approve the updated fee schedule as presented. Roll call vote was as follows: Therrien, aye; Florip, aye; Clous, aye; Rineer, aye; Roper, aye; all ayes, no nays, motion passed.
- B. Applications:** Application for Site Plan Review for Short-Term Rental, Tourist Home, Bed and Breakfast was reviewed. Discussion took place. *Motion by* Therrien, supported by Florip, to accept the Planning Commission's moratorium on applications through May 12, 2023, and to approve the Site Plan Application as presented with a new updated application to be presented in June. All ayes, no nays, motion passed.
- C. Gravel Roads:** Roper reviewed the cost sharing of adding four inches of 23A road gravel to two gravel roads in the township, that was furnished by the Benzie County Road Commission. Discussion took place regarding the shared cost amounts presented. Lake Ann Road from Cedar Run Road to Davis Lake Road would be \$16, 894.00 and Fogg Road from County Road 669 to Burnt Mill Road would be \$30, 656.69. *Motion by* Therrien, supported by Florip, to move ahead with adding four inches of 23A road gravel to Lake Ann Road, from Cedar Run Road to Davis Lake Road, not to exceed \$16, 894.00. Roll call

vote was as follows: Rineer, aye; Florip, aye; Therrien, aye; Clous, aye; Roper, aye; all ayes, no nays, motion passed.

- D. Park Gravel:** Roper stated that Ryan, township maintenance person, has gotten a bid for gravel to be delivered and laid out. Discussion took place. *Motion by* Therrien, supported by Rineer, to allow up to \$3,000.00 for gravel to be delivered and laid out in the Veterans Memorial parking area, the disc golf parking area, and the recycling area. Roll call vote was as follows: Clous, aye; Therrien, aye; Rineer, aye; Florip, aye; Roper, aye; all ayes, no nays, motion passed.
- E. Fire and EMS Roof:** Discussion took place about bid process for replacing roof shingles on the Fire and EMS Facility. *Motion by* Therrien, supported by Florip, to advertise for sealed bids for shingle replacement on the Fire and EMS facility in the Record Patriot for 2 weeks and put on township web site, with sealed bids due by 3pm on Wednesday, May 31, 2023, bids will be opened and recorded at a special Board meeting on Monday, June 5, 2023 at 11am at the Fire & EMS Facility, award job at June 12, 2023 regular Board meeting. All ayes, no nays, motion passed.
- F. Fire and EMS Generator:** Chief Drury presented the contract information from Michigan CAT which was then discussed. *Motion by* Clous, supported by Rineer, to approve the contract, with Chief Drury getting two dates corrected. Roll call vote was as follows: Clous, aye; Therrien, aye; Rineer, aye; Florip, aye; Roper, aye; all ayes, no nays, motion passed.
- G. Long Lake ALS Agreement:** Discussion took place. *Motion by* Roper, supported by Rineer, to accept the ALS intercept agreement in the amount of \$300.00 with Long Lake Township Fire-Rescue as presented, to include an explanation cover letter from Almira Township Board that Almira Township Clerk will send to the Long Lake Township Clerk, allowing Almira Township Supervisor to sign. All ayes, no nays, motion passed.
- H. Extra Fuel Tank (Recreational Fuel):** Roper presented information for review. Discussion took place. *Motion by* Therrien, supported by Florip, to approve the purchase of an extra fuel tank for not more than \$1,500.00. Roll call vote was as follows: Florip, aye; Therrien, aye; Rineer, aye; Clous, aye; Roper, aye; all ayes, no nays, motion passed.
- I. Planning Commission:** Three people have expressed interest in the open position on the Planning Commission. Supervisor Roper, Planning Commission Chair Ratajczak will conduct interviews. If Board Members want to attend, please let the Supervisor know.
- J. Emergency Preparedness Recommendation:** Recommendation from Chief Drury was discussed. Supervisor Roper will get a price of an electrical disconnect/lock out and bring information to the June regular Board meeting.
- K. Zoning Ordinance Amendment:** Roper informed the Board that ZA Williams, now that he is back in the office, was reviewing the amendment and thinks that it needs to be further reviewed by the Planning Commission so it will not be discussed at this meeting now.
- L. Red Door Rent:** David Westover, co-owner of the Red Door, made a new top for the conference table in the Fire & EMS Facility. David said that there was \$300 in material

plus labor. Rineer suggested that the Board be willing to barter 2 months rent in exchange for the new table top. Discussion took place. *Motion by Rineer, supported by Florip, to waive two (2) months rent from the Red Door in exchange for the new table top. All aye, no nays, motion passed.*

M. Fire Engine Repair: Chief Drury presented the information and discussion took place. *Motion by Rineer, supported by Clous, to proceed getting the fire engine repaired from Front Line Services. Roll call vote was as follows: Clous, aye; Therrien, aye; Rineer, aye; Florip, aye; Roper, aye; all ayes, no nays, motion passed.*

XV. Extended Public Input: Tom Vinette, Recreational Resources Chairperson asked about the status of the Recreation Master Plan. Florip stated that the Planning Commission is reviewing it for updates.

XVI. Board Comments: Rineer stated that Clean-up Day went well, great volunteers working, just over one hundred loads signed in. Therrien stated that Carol McNeil will be missed in and around the Village. Roper thanked everyone who helped at the clean-up day. He also talked about an email received from Michelle Thompson, Benzie County Treasurer and Benzie County Land Bank Authority Chairman, about opportunities for improvements to communities through renovation of existing buildings to further development of affordable housing.

XVII. Adjourn: Supervisor adjourned the meeting at 9:03 p.m.