

# Almira Township

## Regular Board Meeting Minutes

June 12, 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: Tammy Clous. Lori Florip, Mandy Gray Rineer, Mark Roper. Matt Therrien was excused.*

**IV. Additions/Deletions to Meeting Agenda:** None

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

**VI. Approval of Consent Agenda**

*Motion by Rineer, supported by Clous, to approve the consent agenda as presented. All ayes, no nays, Therrien excused, motion passed.*

**VII. Treasurer's Report**

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

**VIII. Brief Public Input:** Mark Miller, Cedar Run Road, asked how many signatures he needed to have so the Township Board would consider discussing with the Benzie County Road Commission to make the Lake Ann Road/Cedar Run Road intersection a four way stop. Roper asked Mr. Miller to come to the office to discuss this item further.

**IX. County Commissioners**

Commissioner Art Jeannot presented a written report and answered questions.

**X. Dept. Heads:**

Tom Vinette, Recreation Resources Chairperson was unable to attend this meeting.

Chief Drury was on an ambulance run but had submitted a written report. For the month of May, they responded to a total of 32 incidents including: 21 ambulance requests in Almira Township, 1 residential structure fire, 1 electrical fire, 5 wildland fires, 1 tree down, 1 MVA, 1 lighting strike to a building, 1 illegal burn. Mutual aid consisted of 2 assists to Green Lake FD, 2 assists to Long Lake FD, 1 assist to Inland Township FD, and 1 assist to Blair Twp. Almira received mutual aid assistance from Cedar Area Fire & Rescue, Inland Township FD, Glen Lake Fire & Rescue, Homestead Township FD, and Long Lake Fire & Rescue for a wildland fire on State Property in Almira Township.

**XI. Village report:** Lake Ann 5K is scheduled for Thursday, June 22<sup>nd</sup>.

**XII. Guests:** None

### **XIII. Old Business:**

- A. Mistwood Greens:** Rineer updated the Board, waiting for the Benzie Leelanau District Health Department to come out to mark the existing septic fields. Questions to the Attorney have been answered.
- B. Master Plan:** Waiting for August to see if 2020 census data is available before moving on with the process of adopting the Master Plan.
- C. Townhall Cleaning:** Both Roper and Rineer are checking with cleaning people and will report back to the Board.
- D. Fire and EMS Roof:** Roofing bid proposals that had been opened at the June 5<sup>th</sup> Special Board meeting were reviewed and discussed. *Motion by* Rineer, supported by Florip, to accept the bid proposal from Story Roofing in the amount of \$64,990.00 with the addition of \$4,500.00 for new drip edge. Roll call vote was as follows: Clous, aye; Florip, aye; Rineer, aye; Roper, aye; Therrien excused, all ayes, no nays, motion passed.
- E. Emergency Preparedness Recommendation:** Discussion took place. *Motion by* Clous, supported by Rineer, to have Total Service Electric, LLC, to supply and install an interlock manual transfer switch spending up to \$450.00. Roll call vote was as follows: Florip, aye; Rineer, aye; Clous, aye; Roper, aye; Therrien, excused; all ayes, no nays, motion passed.
- F. Planning Commission:** The interview committee for the vacancy on the Planning Commission interviewed three candidates. *Motion by* Rineer, supported by Florip, to appoint Shannon Jordan to the vacant position on the Planning Commission. Roll call vote was as follows: Rineer, aye; Florip, aye; Clous, aye; Roper, aye; Therrien, excused; all ayes, no nays, motion passed. Further discussion took place about the remaining candidates that were interviewed. *Motion by* Rineer, supported by Florip, to keep Derek Smith as a top candidate for the next vacant position on the Planning Commission. Roll call vote was as follows: Clous, aye; Florip, aye; Rineer, aye; Roper, aye; Therrien, excused; all ayes, no nays, motion passed.
- G. Applications:** Application for Site Plan Review for Short Term Rental, Tourist Home, Bed & Breakfast was reviewed with the suggested changes from May's Board meeting. *Motion by* Rineer, supported by Clous, to approve the amended application for Site Plan Review for Short Term Rental, Tourist Home, Bed & Breakfast as presented. All ayes, no nays, Therrien excused, motion passed.
- H. Long Lake ALS Agreement:** Roper informed the Board that he had a conversation with Long Lake Township Supervisor and Long Lake Supervisor will be discussing it with his Board.
- I. Norte:** Roper has talked with the Regional Land Conservancy about this and was informed that the Land Conservancy would help with trail signs as needed in the Ransom Lake Natural Area.

### **XIV. New Business**

- A. Fire and EMS Apparatus Bay Lights:** Discussion took place. *Motion by* Rineer, supported by Florip, to accept Total Service Electric LLC proposal in the amount of \$4,375.00 with a completion date of August 15, 2023, and if Total Service Electric LLC could not get the

project done by August 15, 2023, then accept J. Weber Electric proposal in the amount of \$5,153.00. Further discussion took place. Roll call vote was as follows: Rineer, aye; Clous, aye; Florip, aye; Roper, aye; Therrien, excused; all ayes, no nays, motion passed.

**B. Townhall Steps:** Roper had met with the Benzie County Building Department regarding what options were available for fixing the front steps at the Township Hall building.

Discussion took place. *Motion by* Roper, supported by Clous, to direct the Supervisor to work with an engineer to get options and engineered plans for fixing the front steps at the Township Hall building. All ayes, no nays, Therrien excused, motion passed.

**C. Fire and EMS UTV:** Chief Drury presented an itemized list for building out the UTV.

Discussion took place. *Motion by* Rineer, supported by Clous, to allow up to \$6,200.00 to build out the UTV. Further discussion took place. Rineer amended her *motion* to allow up to \$6,500.00 to build out the UTV, Clous amended her support. Roll call vote was as follows: Clous, aye; Rineer, aye; Florip, aye; Roper, aye; Therrien, excused; all ayes, no nays, motion passed.

**D. Fire and EMS Personnel:** Chief Drury presented the Board with a letter of resignation from Devin MacDonald. *Motion by* Clous, supported by Rineer, to accept the resignation from the Fire & EMS Department of Devin MacDonald. All ayes, no nays, Therrien

excused, motion passed. Chief Drury stated that he and two other officers have interviewed a new candidate for the Fire & EMS Department. *Motion by* Rineer, supported by Clous, to appoint Nathan McDonald as a member of the Fire & EMS Department. All ayes, no nays, Therrien excused, motion passed.

**E. Landscaping:** Roper explained the needs for additional work to be done. Florip introduced Shelly Stusick, a Master Gardener, who works with the Conservation District.

Discussion took place. *Motion by* Roper, supported by Rineer, to have Shelly Stusick work with Roper to discuss landscaping issues and to come up with a proposal regarding the landscaping issues. All ayes, no nays, Therrien excused, motion passed.

**XV. Extended Public Input:** Chief Drury give a brief report and thanked the responding departments for the great mutual aid they gave at the recent wild land fire in Almira Township.

**XVI. Board Comments:** Florip stated that there are currently over 200 applicants signed up for the Lake Ann 5K. Rineer stated that the Lake Ann Elementary School had their end of school year field trip to the park on June 8<sup>th</sup>. She thanked the Fire & EMS personnel on duty that day for their help with tours, water spraying and medical help. Rineer stated that she got lots of compliments on the park and Fire & EMS experiences that the kids were able to participate in. Roper stated that Kate Preston, the new Zoning Administrator, has been in the office working. She will be working Mondays, all day; and Wednesdays in the afternoon. Roger Williams has been working with Kate and his last day will be June 30, 2023.

**XVII. Adjourn:** Supervisor adjourned the meeting at 7:29 p.m.