

**Minutes from the  
Almira Township Board Regular Meeting  
November 8, 2010  
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 Vance Bates, Dawn Campeau, Diana Nolan, Mary Dort and Kirt Giddis.

**Additions/Deletions to Meeting Agenda by Board and Citizens:** Under New Business add Item K. Recreational Resources Committee Meeting Minutes.

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

**Approval of Consent Agenda:** *Motion by* Giddis, and supported by Campeau, to approve the amended consent agenda as follows:

1. Approve minutes of regular Board meeting held October 11, 2010, closed session minutes from October 11, 2010 and special Board meeting minutes from October 18, 2010.
2. Budget amendments for the month of October 2010: None
3. Approve payment of check #'s 31643 – 31734. 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:	Included in Packet
Recreational Resources Committee:	Moved to regular agenda
Fire & EMS Department:	No Report
Planning Commission:	No Report
Veterans Memorial Committee:	No Report
5. Miscellaneous: None.
6. Receive and file the following correspondence:
  - E-mail from Susan Norton dated 10-19-10
  - Benzie County Road Commissioner meeting minutes dated 8-26-10; 9-9-10
  - Lake Ann Village Council Meeting Minutes dated 10-12-10All ayes, motion passed.

**Treasurer's Report:** *Motion by* Nolan, 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:** Mark Roper, Benzie County Commissioner, reported on the following items: two new Commissioners will start in January 2011, a deputy is retiring from the Sheriff's department; Benzie Bus phase 2 should be done next fall; a self funded twenty hour a week employee has been hired for the building department; not all

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townships have a wind farm ordinance, a proposal for 56 turbines is in the works for Blaine and Joyfield townships.

**Guests:** None

**Old Business:**

- A. Lakefront Park Site Plan:** Township Attorney has zoning stuff laid out and wants to meet with a couple of Board members and the Recreational Resources Committee. Vance Bates and Diana Nolan agreed to be the Board members to meet with the attorney.
- B. Employee Handbook:** A Special meeting is scheduled for Monday, November 29, 2010 starting at 9:00 a.m. to continue the review of the draft employee handbook.
- C. History of Land Preservation in Almira Township:** Heather Shumaker presented information to the Board and discussion took place. Vance will contact the Township Attorney to check if Township funds can be spent on such a project. It was suggested to Heather to also contact the Almira Historical Society, Friends of the Almira Township Library and the Almira Citizens for Preservation Group.
- D. Roper Property:** Still with the Attorneys.

**New Business:**

- A. Exit Interview – Part Time Maintenance Person:** This should be scheduled for the December 13<sup>th</sup> Board meeting.
- B. Purchasing Policy:** This should be put on the December 13<sup>th</sup> Board meeting agenda.
- C. Fire & EMS Personnel for Snow Pine Festival:** Supervisor Bates received a verbal request for coverage at the Snow Pine Festival in February 2011 from 10:00 a.m. to 4:00 p.m. *Motion by* Bates, and supported by Campeau, to ask for volunteers to cover and receive pay points and if no volunteers then have pool personnel cover at their hourly rate from 10:00 a.m. to 4:00 p.m. Discussion took place. All ayes, motion passed.
- D. Waiver of Town Hall Fees for Snow Pine Festival:** Supervisor Bates received a second verbal request that the fees for the use of the town hall be waived for the Snow Pine Festival. *Motion by* Campeau, and supported by Dort, to waive the fees for the use of the town hall for the Snow Pine Festival. All ayes, motion passed.
- E. Fire School:** Supervisor Bates read a letter from Almira Township Fire & EMS Chief Jay Morse. *Motion by* Bates, and supported by Campeau, to send Shawn Gatzke, Ed Smith and Marcel Gensler to the Firefighter I & II class being put on by Manistee County in the amount of \$550.00 per each student. Discussion took place. All ayes, motion passed.
- F. New Member to Fire & EMS Department:** Laura Gleason was present and answered some questions from the Board. The Fire & EMS Officers interviewed Laura in October and recommended approval per Steve Puchovan, Fire & EMS Manager. *Motion by* Bates, and supported by Campeau, to approve Laura Gleason as a member of the Fire & EMS Department. All ayes, motion passed.

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- G. Fire & EMS Officer Position Postings:** The Officer positions of Assistant Chief and Lieutenant 1 are due to be posted. *Motion by* Dort, and supported by Giddis, to approve the posting of the Assistant Chief and Lieutenant 1 positions. All ayes, motion passed.
- H. Days for Holiday Observances:** *Motion by* Bates, and supported by Campeau, to pay hourly employees for the holidays they have been paid for in the past through 4-1-2011. All ayes, motion passed. *Motion by* Bates, and supported by Campeau, to observe the Christmas Eve holiday on Thursday, December 23, 2010; Christmas Day holiday on Friday, December 24, 2010; New Years Eve holiday on Thursday, December 30, 2010 and New Years Day holiday on Friday, December 31, 2010. All ayes, motion passed.
- I. Fire & EMS Building Millage:** Treasurer Campeau explained why this was put on the agenda. *Motion by* Bates, and supported by Giddis, to levy 0.5000 mills on the December 2010 tax bills; to pay off the loan for the Fire & EMS facility early and to not collect the last year tax in 2011. Discussion took place. Roll call vote was as follows: Campeau, aye; Nolan, aye; Bates, aye; Giddis, aye; Dort, aye. All ayes, no nays, no one absent, motion passed.
- J. Recreation Plan:** Information was handed out to the Board members to review for a public hearing when it is scheduled. Trustee Nolan asked if the Recreational Resources Committee approved the entire Recreation Plan. Steve Puchovan, member of the Recreational Resources Committee, stated that the entire plan was not presented to that Committee. Diana recommends that no public hearing be scheduled at this time. Discussion took place. Diana is willing to update the working draft dated 11-1-10 and bring it back to the December Board meeting.
- K. Recreational Resources Committee Meeting Minutes:** The question regarding this was asked and answered in Item J. above.

**Extended Public Input:** None

**Board Comments:** Treasurer Campeau distributed minutes from the Almira Citizens for Preservation meeting dated 10-12-10 and also presented the Board with a check from that group in the amount of \$14,872.64 to help off set the amount the Township spent to purchase the lakefront park property.

Trustee Nolan stated that the web site design is going to follow the Whitewater Township format and was moving along.

Clerk Dort stated that the election was long and stressful. She also stated that the election inspectors were a great bunch of people. The County Board of Canvassers is holding a meeting for some clerks and election chair persons on Wednesday the 10<sup>th</sup>. A news letter will be included with the tax bills being mailed in December. An ambulance bill write off request will be on the December agenda.

**Adjourn:** There being no other business Supervisor Bates adjourned the meeting at 6:29 p.m.

Mary Dort, Almira Township Clerk