

**Minutes from the  
Almira Township Board Regular Meeting  
June 14, 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, Kirt Giddis, Diana Nolan and Mary Dort.

**Additions/Deletions to Meeting Agenda by Board and Citizens:** Under New Business add Item S. Ball Field Trash and Item T. Property Purchase Inquiry.

**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* Nolan, and supported by Giddis, to approve the amended consent agenda as follows:

1. Approve minutes of regular Board meeting held May 10, 2010.
2. Budget amendments for the month of June 2010: None
3. Approve payment of check #'s 31157 – 31226. See check registers included in packet. Bills are available for examination upon request.
4. Receive and File the following reports:

Benzie County Commission:	Included in Packet
Assessor:	Included in Packet
Zoning Administrator:	Included in Packet
Recreational Resources Committee:	Included in Packet
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:
  - MTA faxes dated: 5-7-10; 5-14-10; 5-21-10; 5-28-10; 6-4-10; 6-11-10
  - Lake Ann Village Council meeting minutes dated 4-13-10 and 5-11-10
  - Benzie County Road Commission Meeting minutes dated 4-22-10; 5-13-10
  - Benzie Chapter of MTA meeting notice dated 5-26-10
  - E-mails from Township Attorneys dated 5-12-10 and 5-19-10
  - Copy of letter to Inland Township Board dated 5-11-10
  - Benzie County 2009 Tax Dollar report
  - Almira Citizens for Preservation meeting minutes dated 5-12-10
  - Business Week article dated 5-17-10All ayes, motion passed.

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

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**Brief Public Input:** Don Kempa would like the sign ordinance enforced and presented pictures of signs at the entrance of his subdivision.

**Guests:**

Jeff Morse, Inland Township Fire Chief, addressed the Board regarding a mutual aid agreement between the two townships. Both Boards are interested in getting one in place. Hopefully a meeting between representatives for each Board and Fire Department can meet in the next couple of weeks.

Craig Johnson, Benzie County EMS Director, thanked the Board for hosting the EMT class and that the class is finished. The Advanced Life Support millage will be on the August ballot.

Mark Roper, Benzie County Commissioner, reported on the following topics; Ride around Crystal Lake fund raiser; Benzie Bus; ALS millage; Sears Estate funds for senior programs and benefits; Point Betsie Lighthouse; Road Commission secretary position and gravel roads, and Railroad Point property.

Tad Peacock, Conservation District Administrator, addressed the Board regarding a new millage request that is on the August ballot. He introduced Steve Fouch from Michigan State University Extension Service and both added information about what the conservation district office does.

**Old Business:**

- A. Lakefront Park Site Plan:** Supervisor Bates explained that Christie Andersen, Andersen & Crain Surveyors, has a site plan for the lakefront park that could be modified. He also stated that Lake Ann Village Planning Commission had sent site plan material for a special use to the township. Discussion took place that the Recreational Resources Committee should have their input into the site plan. This should be discussed at their June 28<sup>th</sup> meeting. *Motion by Campeau*, and supported by Giddis, to have a survey done of the lakefront park property by Christie Andersen. All ayes, motion passed.
- B. Write-off Request of Ambulance Bill 09-19561:** Clerk Dort presented the additional information requested at the previous meeting. *Motion by Bates*, and supported by Giddis, to not write off any of ambulance bill 09-19561. All ayes, motion passed.
- C. Private Road Ordinance:** Information from the township attorney was presented. *Motion by Giddis*, and supported by Campeau, that a private road ordinance was not needed and that the private road section in the current zoning ordinance should remain. All ayes, motion passed.
- D. Drug and Alcohol Policy:** This will be in the policy section of the employee handbook.
- E. Employee Handbook:** Information was reviewed with a consensus of the Board that any changes or corrections be given to Dawn or Diana to be incorporated into the employee handbook with additional discussions to take place when more of the handbook was available for review.

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**F. Time Clock Policy:** This will be in the policy section of the employee handbook.

**New Business:**

- A. Write-off Request of Ambulance Bill 08-21046:** Information was reviewed and discussed. *Motion by* Bates, and supported by Campeau, to write off the entire amount of ambulance bill 08-21046. All ayes, motion passed.
- B. New Ambulance Request:** Supervisor Bates declared that there was not a conflict of interest at this time with his participation in tonight's discussions. Ambulance bid specifications were reviewed and discussion took place. Corrections and/or changes are to be submitted to Assistant Chief Mayo as soon as possible. Updated bid specifications will be presented at a future Board meeting. Discussion about a time line for this process also took place.
- C. 2010 DNR Fire Grant for Compressed Air Packs for Wild Land Fires:** EMS Manager Puchovan presented information on the air packs and the grant. *Motion by* Campeau, and supported by Nolan, to approve EMS Manager Puchovan to apply for a DNR Fire Grant for Compressed Air Packs for Wild Land Fires. All ayes, motion passed.
- D. Homeland Security Grant for 30 Narrow Band Radios:** Benzie County Emergency Services Coordinator Gene Mayo informed the Board that he had applied for a grant in the amount of \$22,500 for 30 narrow band radios for Almira Township Fire & EMS Department and that no matching funds would be needed. Almira Township was the only township that expressed an interest in this grant.
- E. Fire & EMS Staffing for Almira Historical Society Homecoming:** *Motion by* Campeau, and supported by Bates, that volunteers signing up would receive pay points for attending this event and if no one volunteered then the pool list would be used for an hourly wage. All ayes, motion passed.
- F. Fire & EMS Accident & Health Policy:** Information presented was discussed. Supervisor Bates will contact the township insurance representative for more information. This will be discussed at a future Board meeting.
- G. Fire & EMS Return from Leave of Absence:** *Motion by* Dort, and supported by Nolan, to approve Vance Bates to return to Fire & EMS duties on July 1, 2010 with out physician approval pending his taking physical in August with the rest of the department. Ayes: Giddis, Campeau, Nolan and Dort. No nays, Bates abstained, motion passed.
- H. Lake Ann Village Master Plan:** All of the Board members had reviewed the master plan for the Village and the consensus was to receive and file this information.
- I. West Almira Cemetery:** Information was reviewed and discussion took place. *Motion by* Bates, and supported by Campeau, to have Maintenance Director Puchovan arrange to have a load of the black dirt from the township park be taken to West Almira Cemetery, to have the sexton level out the black dirt and for the township to plant grass seed by the Ruth Bates grave site. All ayes, motion passed.

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- J. Holiday Pay for Employees:** *Motion by* Bates, and supported by Campeau, to pay eligible employees for the remaining holidays in 2010 that they have been being paid for in past years. All ayes, motion passed.
- K. Part-Time Employee Benefits Request:** *Motion by* Bates, and supported by Giddis, to leave Troy Knoll at status quo. Discussion took place and these issues should be addressed in the updated employee handbook. All ayes, motion passed.
- L. Resignation from Recreational Resources Committee:** Supervisor Bates read the resignation e-mail from Max Carmien. *Motion by* Dort, and supported by Campeau, to accept Max Carmien's resignation with regrets from the Recreational Resources Committee. All ayes, motion passed.
- M. Appointments to Recreational Resources Committee:** Sara Ross, Troy Knoll and Lynn Litton all had expressed an interest in being appointed to this committee. *Motion by* Giddis, and supported by Nolan, to appoint Sara Ross and Troy Knoll to the Recreational Resources Committee. All ayes, motion passed.
- N. Appointment to Planning Commission:** Heather Bruce and Paul Ward both submitted letters to Supervisor Bates expressing interest in being on the planning commission. *Motion by* Giddis, and supported by Campeau, to appoint Heather Bruce to the Planning Commission. All ayes, motion passed.
- O. Tent Caterpillars:** E-mail from Lindsey Jordan was read by Supervisor Bates regarding what was being done about the caterpillars. Steve Fouch, MSU Extension Service, explained that there were three different caterpillars this year. This e-mail will be forwarded to Steve and he will discuss the matter with Lindsey. Hopefully this fall and winter a plan for spraying can be worked out with county residents paying to have their property sprayed in the spring.
- P. Web Site:** Gary Florip, Zoning Administrator, will be getting information and prices for updating the township web site for a future meeting.
- Q. Bingo:** Resident Shannon Mackin, who would like to conduct bingo for a fund raiser for the Veteran's Memorial, has talked with Supervisor Bates about the possibility of using the township hall for bingo. There are several issues that still need to be addressed with the proceeds of the bingo being split between the Veteran's Memorial and the sponsoring group.
- R. Roper Property:** Supervisor Bates stated that Roper's title insurance company has agreed to pay and that we are waiting for a letter discharging the township of future responsibility. The township attorney will be reviewing the proposed contract. The township may be paying \$23, 500 to the resolution of this matter.
- S. Ball Field Trash:** Maintenance Director Puchovan presented pictures of the trash that he found on the bleachers last Friday morning after a base ball game on Thursday evening. Supervisor Bates will talk with Jerry Dunham, the director of the Lake Ann Baseball group.
- T. Property Purchase Inquiry:** Supervisor Bates informed the Board that Gary Persson had contacted him to see if the township was interested in purchasing any of the parcels adjacent to the park that he owned since the township had already

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purchased property from him. A consensus of the Board was to inquire about purchase prices.

**Extended Public Input:**

Gene Mayo asked about the status of the vandalism in the park with the bike rack and the taking of black dirt. Supervisor Bates stated he had contacted the kids and their parents regarding the bike rack vandalism. Consensus of the Board was that Supervisor was to contact the kids and parents again and give them a dead line or would be prosecuted.

Steve Puchovan asked about dogs running in the park without leases and who was to enforce the lease law. Supervisor Bates stated that the Animal Control Officer should be called about this issue.

**Board Comments:**

Treasurer Campeau asked what date a special meeting should be scheduled. After some discussion the Supervisor stated we should wait to schedule this.

Clerk Dort asked about more no parking signs for the park and the replacement of a faded no parking sign in the park. There will be an election school being held for the election inspectors on Monday, June 28 at the Fire & EMS Facility.

Supervisor Bates stated that there was another water leak in the town hall basement and that the company that sealed the basement was to be meeting with him.

**Adjourn:** There being no other business Supervisor Bates adjourned the meeting at 8:53 p.m.

Mary Dort  
Almira Township Clerk