

## Bear Creek Township Board Meeting

April 8, 2020

- I. Called to order at 7:00 p.m.
- II. **Roll Call**
  - a. Golding, Hoffman, Nowland, Keiser, Kendziorski
  - b. Others Present: Tom Urman, Mitch Brown, Al Welsheimer
- III. **Pledge of Allegiance**
- IV. **Approval of Minutes**
  - a. Minutes from four meetings: Regular BCT Board Meeting on March 4, 2020, Public Hearing on March 4, 2020, Special Employee Meeting on March 11, 2020, and Election Commission Meeting on April 6, 2020.
    - i. **Motion** by Hoffman to approve all sets of minutes, 2<sup>nd</sup> by Nowland. **Unanimous**
- V. **Request from the Floor/Discussion**
- VI. **Approval of the Agenda**
- VII. **New Business**
  - a. **Roads- Cincinnati Pointe**
    - i. Keiser reported that he would like to see a contract approved for Cincinnati Pointe. Little Traverse will be doing their portion, so it would make sense to do ours. The contract is for \$8,700.
    - ii. **Motion** by Kendziorski to approve the contract for Cincinnati Pointe for \$8,700. 2<sup>nd</sup> by Hoffman. **Passed**
  - b. **Tribal Agreement- Lears Rd**
    - i. Keiser reported that we have an agreement with the tribe so we can have access to the Lears Rd sewer infrastructure. We will be taking over the sewer line so we can complete the Howard Rd project. In this agreement, the tribe will pay for half of the demolition cost of the lift station on Lears Rd. Part of the sewer extension up Howard Rd is to eliminate the lift station there, as it has had many problems over the years. Keiser noted that they have signed this agreement and Joel has approved it, we just need to sign it.
    - ii. **Motion** by Nowland to authorize the supervisor to sign the tribal access agreement for the sewer extension. 2<sup>nd</sup> by Golding. **Passed**
  - c. **Howard Rd- Sewer Extension**
    - i. Keiser noted that the bids came in for the Howard Rd project last week, and the lowest bid was about \$85,000 higher than our estimate. The three bids were Tri-County at \$572,041, Elmer's at \$563,349 and MDC at \$559,202. Bob from Gosling is still reviewing these estimates. Keiser believes we should move forward with the project... MDC can start the first week of May because this project would be considered critical infrastructure. There is money from the sewer fund for this project, but we may have to take some money from the roads fund to help with the balance. The other difficult portion of this project is having Consumers Energy move the utility poles at the corner of Lears and Howard. Last year, the cost for this came to \$110,000, and then during the winter months it came to \$160,000. Now, they want \$114,000. The tribe has committed to \$110,000, but the problem is the tribe has shut down and we can't get the check to Consumers to get us started. Keiser has been working with them and got approval that they would schedule the project and get a survey going if they could receive \$25,000 down (but wouldn't order materials until the balance is paid). With the board approval, Keiser would like to pay the \$25,000 to the Emmet County Road Commission (who will be a liaison between the township and Consumers) so that Consumers can start. This \$25,000 would be reimbursed by the tribe. The township would be responsible for the \$4,000 balance, as the tribe has only committed to \$110,000. Additionally, Keiser would like to give the Daly's one sewer tap because they would be allowing us to be on their land to do this project.
    - ii. The Board would like MDC to wait until the Stay Home, Stay Safe order is lifted to start this project.

- iii. **Motion** by Hoffman to sign the contract for the Howard Road Sewer Extension with MDC for \$559,202. 2<sup>nd</sup> by Nowland. **Passed**
- iv. **Motion** by Nowland to pay the Emmet County Road Commission \$25,000 to start this project with Consumers Energy, on condition that the tribe reimburses the township for this project. 2<sup>nd</sup> by Hoffman. **Passed**

**d. Sewer Penalties**

- i. Keiser reported that Sally has received a few calls asking for a waiver of the sewer penalties if the payment isn't made because the business is closed or because they are laid off. Most utility companies are waiving late fees at this time. Don did not read the meters this month, so we will have to estimate bills for the quarter.
- ii. **Motion** by Kendziorski to waive the late penalties for the sewer for the first and second quarter of 2020. 2<sup>nd</sup> by Nowland. **Passed**

**e. Parks Opening Date**

- i. Keiser reported that under the circumstances of COVID-19, it may be wise to wait to open the parks. People could still walk or bike through, we just would not open the bathrooms or have gatherings and such. It would be hard to keep the bathrooms sanitized.
- ii. The Board agreed that the parks should not be opened until the Stay Home, Stay Safe order is lifted.

**f. May Election Update**

- i. Kendziorski noted that the March election went well. She also remarked that the May election is still proceeding as planned, with the state encouraging people to vote absentee. With the possibility of infected individuals coming into the hall, she asked how the board would like to proceed. She and Lizzy Dufek have considered using a clear vinyl to block off a portion of the hall for voting. Three election workers (Dufek included) would work the sequestered counting board to count ballots and Kendziorski would be the only one exposed to the public, to be the in person voting liaison. While this is not a great situation, it is the best we can do for now. Kendziorski noted that the Bureau has been sending frequent updates, so this all could change again before the election. She will continue to notify the board of updates.

**g. Employee COVID-19**

- i. Keiser reported that we have been following the guidelines set by the governor for this pandemic. MTA has been sending us memos as well. The board members and their functions are considered critical along with sewer, fire and first responders. Building inspectors and secretarial are not considered essential, and public interaction is not necessary. Our office has been closed to the public and we have limited our office hours from 9-3. The employees have been getting paid as if they worked their normal time, and this is consistent with other local governments, but will need board approval. The building inspectors will be paid their hourly wage, but will not be paid for inspections, as they will have a large influx when they get back. Sally is working as a critical employee as she is doing sewer billing and such as well as fire department payroll. Additionally, the staff members who are working have been filling out a health questionnaire every day that they have worked, to monitor for potential symptoms. This is in accordance with direction from the Health Department.
- ii. **Motion** by Kendziorski to close the office to the public, reduce the office hours to 9-3, to continue to pay the workers their normal pay, and to require the use of the health questionnaire for workers who are in the office, in order to follow the recommendations of the health department, MTA and governor's executive orders. 2<sup>nd</sup> by Golding. **Passed**

**h. Computers**

- i. Keiser reported that the server went down on Wednesday and Common Angle had to come out to fix it. It was a major outage and we will have to get new equipment. The parts are under warrantee, but we will need to pay for labor. Additionally, the switch will need to be replaced along with a new hardwire for Keiser's printer. We did not budget for this, so we will need to as the bills come in.

**i. Fire Board**

- i. Hoffman asked if we are still planning to have a fire board meeting.
  - 1. Keiser noted we are not at this time.
- ii. Brown asked if the evaluation for the fire chief will be delayed.
  - 1. Keiser noted that it will be delayed.

**VIII. Clerk's Business/Bills- Report by Kendziorski**

- a. Kendziorski reported bills in the amount of \$91,091.63.
- b. **Motion** by Kendziorski to pay the bills in the amount of \$91,091.63. 2<sup>nd</sup> by Golding **Unanimous**

**IX. Treasurer's Report- Report by Golding**

- a. Golding noted that she balanced with Emmet County, so all taxes are turned over to them. The Treasurer's Report shows a balance of \$7,551,193.92 as of 3/31/20.

**X. Building Department Report- Report by Golding**

- a. Golding gave a building department report as of March 31, 2020. The Building Department is closed right now due to COVID-19.

**XI. Sewer Business/Bills- Report by Keiser**

- a. Bills were reported for the amount of \$76,885.57.
  - i. **Motion** by Keiser to pay the sewer bills in the amount of \$76,885.57. 2<sup>nd</sup> by Kendziorski. **Unanimous**
- b. **Motion** by Keiser to give Daly's one tap because they are giving the township a temporary 50 ft easement to work on the Howard Rd Sewer Project. 2<sup>nd</sup> by Hoffman. **Passed**
- c. Keiser noted that the termination agreement for the Springvale Bear Creek Sewer Authority will need to be signed. Our sewer will still work the same, we just won't be in partnership with Springvale Township. All the assets will come to the township, rather than to the authority.
  - i. **Motion** by Kendziorski to authorize the supervisor to sign the termination agreement to end the Springvale Bear Creek Sewer Authority. 2<sup>nd</sup> by Nowland. **Passed**

**XII. Public Comment**

- a. Brown asked how the Planning Commission meeting will be held.
  - i. Keiser noted it will be via video conference. He is considering setting time frames for each case, and will be discussing this concept with Tammy Doernenburg and Tom Urman soon.
- b. Keiser noted that Chase Bank would like to put a large drive through in front of the Home Depot parking lot. He remarked that all of those businesses have outdoor display. We have never gotten any complaints, and Keiser is wondering if we should allow limited outdoor display in that plaza. The Planning Commission will have to discuss this. Enforcement will be an issue.

**XIII. Other Business**

- a. Hoffman asked about the potential dog park. Keiser noted that someone is coming to speak with the Board about this in May.

**XIV. Adjournment:** Meeting adjourned at 8:05 p.m.

Respectfully submitted,

*Emma Kendziorski*

Emma Kendziorski,

Bear Creek Township Clerk