

Bear Creek Township Board Meeting May 6, 2020

- I. Called to order at 7:00 p.m.
- II. **Roll Call**
- a. Golding, Hoffman, Nowland, Keiser, Kendziorski
- b. Others Present: Thomas Urman, Mitch Brown, Kendal Klingelsmith, Al Welsheimer, Doug Kendziorski
- III. **Pledge of Allegiance**
- IV. **Approval of Minutes**
- a. Minutes from one meeting: Regular BCT Board Meeting on April 8, 2020.
- i. **Motion** by Hoffman to approve the minutes as presented, 2nd by Nowland. **Unanimous**
- V. **Request from the Floor/Discussion**
- VI. **Approval of the Agenda**
- VII. **Unfinished Business**
- a. **Dog Park**
- i. Keiser noted that in March, we briefly discussed the request from Kendal Klingelsmith, the City Recreation Director, to use a portion of township land (at the corner of McDougal and Click Rd) for a dog park. The request was to use about 7 acres of township land with no money requested from the township.
- ii. Kendal Klingelsmith explained that they started exploring the concept of a dog park about a year ago. He knows that there are not good locations within the city limits to put a dog park, as it would really need to be away from residences. He worked to gather information from neighboring townships, and Joe Villemure mentioned this piece of property. He does not have any details or drawings yet, simply would like to see if the board is interested. This would be more for concept approval, giving him the “yes” to go ahead to put some conceptual plans together, without any commitment yet.
- iii. Nowland noted that the Parks and Recreation Committee showed some interest, but they wanted to ensure that there would be no monetary commitment to the township now or in the future. He noted that the committee would be interested in seeing some conceptual plans.
- iv. Kendziorski is open to looking at conceptual plans.
- v. Hoffman noted that many communities who have dog parks start by surveying their community for interest, and then find a property that could be up to 10 acres in size. He remarked that there would be some liability involved with the dogs. He asked if there would be winter operations and noted that the possibility of bathrooms could tie in with the kayak launch. He asked about fencing and if this service would be free to Bear Creek Township residents. He asked who would police this park and what the hours of operation would be. Lastly, he wanted to ensure that there would be no cost to the township and he would like to hear from our residents first.
1. Klingelsmith noted that the common mistake that communities fall on is that they take a small parcel and fence it and call it a “dog park”. The concept of having one dormant area for a season of recovery is recommended for maintenance and to keep it nice. He did not imagine having a park fee, but having it be an open, public park. He remarked that there would need to be a checklist- for dogs to be licensed and have their shots. This dog park may have to operate on an honors system, although some communities use special collars or tags.
- vi. Golding and Keiser are okay with the concept of this. Keiser likes the idea of a multi-jurisdiction use facility.
- vii. Mitch Brown feels this is a good use for the parcel. He had questions about the use of this parcel in the long-term future.
- viii. Thomas Urman noted that he is interested in the concept of this.
- ix. **Motion** by Nowland to approve for Kendal Klingelsmith to start conceptual plans for the dog park on township property. 2nd by Kendziorski. **Passed**
- b. **Howard Rd- Sewer Extension**
- i. Keiser reported that last month, we approved the bid from MDC for the Howard Rd Sewer Extension. This was at the time the COVID-19 restrictions were just starting to take effect. Contractors are now allowed to go back to work on May 7th, but the contractor would like us to approve this project as critical infrastructure in the event of another shutdown. We will need to approve a letter for the contractor, in case this is needed. The contractor is set to start on May 11th with substantial completion by July 1st. Additionally, Keiser would like to send out letters to the residents of Maple Creek and Howard Rd property owners. Typically, he noted that the board can require individuals to hook up to the sewer within 6 months, however, we could work with people to give them until the end of 2021. We

would also be working to help set up a special assessment district in the area. Lastly, Keiser noted that someone will have to make day to day field decisions regarding this project.

1. Golding remarked that Keiser could make those decisions. The trustees offered to help.
- ii. **Motion** by Hoffman to approve letter to the contractor (deeming the project critical infrastructure), letters to the Maple Creek residents and Howard Rd property owners as presented, to deem this project as critical infrastructure, and to allow the supervisor to make field decisions pertaining to this project. 2nd by Golding. **Passed**

c. Parks Opening Date

- i. Keiser reported that the parks are ready to be opened. We have completed water testing, cleaning, the railing has been repaired and the dock has been installed. The damage at Jones Landing from the car this winter has not been repaired yet, but the park can open without it being completed. We have not been able to get quotes for this project due to contractor's being shut down. The other issue Keiser reported is the light fixture that was destroyed is no longer available. Both the bathroom building and pavilion at Spring Lake Park need to be power washed and painted. Jerry Bush, a retired Parks and Recreation committee members has offered to do this for \$3,000 less materials, which is about half of what a contractor would cost us. Additionally, as the new railing has been installed, it no longer matches with the old railings, so the existing railings will need to be power washed and stained. Waterfront Construction has quoted us for \$4,400 to do this portion of the railing. Keiser would like to ask Bush if he would do this portion as well. Lastly, Keiser recommended we have an opening date of May 15th, as that is when MDOT is opening roadside parks. The only tricky thing will be maintaining the bathrooms to keep them clean.
- ii. Hoffman likes the idea of opening the parks on May 15th, but is concerned about small gatherings in the pavilion. He asked if Bush had insurance or liability coverage to do this project.
- iii. The Board agrees that we should get things power-washed and stained. Nowland likes the idea of asking Bush to do this.
 1. Keiser noted that with the cost of paint, this could cost more than expected. Bush cannot power-wash the railing, as one end will need to be done from a boat. If someone else would power-wash, he would maybe stain the railings. He would like to use Meyer Hardware for supplies.
 2. The Board agrees for Bush to get started on this project and to open the parks on May 15th.

d. Employee COVID-19

- i. Keiser noted that when this shutdown first started, we did not realize it would be for so long. Now we are realizing long-term ramifications that will affect the way we do business for a year or more. We have been following the governor's executive orders throughout the shutdown, but the building department will be re-opening on May 7th, because the contractors will be back to work. However, contractors will not be allowed inside the building until the stay home order is lifted. We will be communicating with them via phone, email and the drop box (as we have been communicating with all the public). When we do open up, we will have to be conscious of social distancing rules (we potentially could open to the public on the 15th or whenever the governor's executive orders lift). We will also be requiring all public to wear a mask and providing masks to the employees. Keiser noted that he has a quote from Skip's Glass to install a permanent window in front of Sally's desk (quoted at \$1074) and also install a temporary shield in other employees' offices. The quote for the temporary shields in the other offices was a bit high, so Keiser will look into pricing of plexiglass at Home Depot. Connie suggested installing a half-door for her office. Brian Conklin cut Connie's door in half and made a shelf for individuals to use to fill out paperwork. Al can reinstall the door. Then the top-half will lock like a full door at night. The Clerk's office is set up with a window, so that is all set. Keiser also noted that we will be seeing less revenue coming in from the building department and much less coming in from State Revenue sharing. About a third of our funding comes from State Revenue Sharing, and it is based on retail sales in the area. Due to this loss and the higher cost of business, Keiser remarked that he expected a downfall of \$150,000-175,000. He will be trying to set the township up for stimulus money to offset this gap. We will also be applying for a FEMA grant to help offset the cost of supplies for the Fire Department and cleaning the hall and such.
- ii. **Motion** by Hoffman that we approve Skip's Glass to install a window for the secretary's desk for the amount of \$1074. 2nd by Kendziorski. **Passed**

e. Computer Update

- i. Keiser reported that last month, our server went down and it has been repaired twice. We will need to have a computer rack installed to avoid over-heating again, and have some wiring replaced. The estimate for Common Angle for this project is \$821.71.

- ii. **Motion** by Nowland that we sign the contract with Common Angle for the computer rack for \$821.71. 2nd by Hoffman. **Passed**

VIII. New Business

a. Library Contract Renewal

- i. Keiser noted that the renewal contract with the library is up, and the library has approved it. Joel has reviewed the language and approves. The board will need to approve the language.
- ii. **Motion** by Kendziorski to approve the library contract renewal and authorize the supervisor and clerk to sign the contract. 2nd by Golding. **Passed**

b. Library Millage Renewal Request

- i. Keiser reported that the library millage is up to be renewed again in August. We will need to approve of the ballot language. Joel has approved. Originally, the request was for .4 mils and it is now for .3908 mils.
- ii. **Motion** by Golding to approve the library millage ballot language for the August 4, 2020 primary. 2nd by Kendziorski. **Passed**

c. Adoption Fire Millage Renewal

- i. Keiser reported that we will need to renew the fire millage as well in August. Joel and Al have approved of the ballot language and the board needs to as well. This was rolled back to .488 but we are requesting the full .5 mils.
- ii. **Motion** by Hoffman to approve the fire millage ballot language for the August 4, 2020 primary. 2nd by Nowland. **Passed**

d. Master Plan Adoption

- i. Keiser reported that adopting the Master Plan will need to be done soon. We will have a public hearing before the June Board Meeting and will need to post a notice 15 days before.

e. Recreation Committee Appointment

- i. Keiser reported that last January, Roy Harvey resigned from the Parks and Recreation Committee. The committee has not met since then, and we have not replaced his position. We have a letter of interest from Doug Kendziorski about this position. Joe Villemure did a phone interview with Doug and has recommended we appoint him.
- ii. **Motion** by Golding to appoint Doug Kendziorski to the Parks and Recreation Committee. 2nd by Nowland. **Passed**

f. Cemetery Board Appointment

- i. Keiser reported that we appointed Joe Hoffman to the cemetery board in January to fill the remainder of the term for Dave Behling's position. This term expired May 1st. Keiser recommends we now appoint Hoffman to the Cemetery Board for the regular term of 5 years.
- ii. **Motion** by Kendziorski to appoint Joe Hoffman to the cemetery board for the regular term of 5 years. 2nd by Golding. **Passed**

g. Petoskey Brewing Tasting Room License

- i. Keiser reported that Petoskey Brewing would like to add to their existing license to be able to serve spirits. There is no additional seating or anything like that.
- ii. **Motion** by Nowland to approve a tasting room license for Petoskey Brewing in order that they may serve spirits. 2nd by Hoffman. **Passed- Unanimous**

h. Election Update

- i. Kendziorski reported that the May election went well. She is very thankful for the help of her deputy, Lizzy Dufek, and election workers Heidi Kendziorski and Kathy Dufek, for working during a national pandemic. She explained how the May election worked with the governor's executive order. The Secretary of State mailed an application for an absentee ballot to each of our voters. We then sent ballots to any individuals who returned applications. We had just under 1600 votes total for this election, which is a 29% voter turnout for Bear Creek. We had 25 people come in person to vote, and they voted using an absentee ballot. The ballots were processed by our absent voter counting board. Over the last two elections, the AVCB has processed on average, 100 ballots an hour. As you can see, with almost 1600 ballots, this is a long day. The other note Kendziorski would like to bring to attention is the Permanent Absent Voter List. The applications sent by the state had an option for voters to sign up for the permanent AV list. As applications poured in, many took advantage of the convenience of absentee voting, and our permanent AV list is now at 41% of our voters (or 2258 people). We were proactive in planning for an increase in perm AV's, but the numbers exceeded our expectations (to put it in perspective, in July, we had 19% permanent AV's). With the passage of Proposal 18-3, which allows for no-reason absentee voting, along with the COVID-19 pandemic, more people are voting via mail

than ever. Although we are not at this point yet, we may need to get an additional tabulator for the counting board in the future. We could potentially tabulate precinct 1 and 2 ballots in separate counting boards.

IX. Planning/Zoning Report- Report by Kendziorski

- a. Kendziorski reported on the seven cases and eighth unofficial case this month. The first case heard by the Planning Commission this month was Robert Drost, for a PUD Agreement Amendment for property located at 2157 Howard Rd. This case was postponed by the Planning Commission for further review. The second case was Kyle Wright for a Special Use Permit for property located at 1855 E Bear River Rd. This case was approved. The third case was MKB Holdings for a PUD Amendment to the Final Plan and Site Plan Review. This case was postponed by the applicant and was not discussed. The fourth case was a PUD Amendment for the old RG Properties. This was a preliminary PUD amendment, and was approved by the Planning Commission. The fifth case was John Poquette for a Site Plan Review and Amendment for property located at 2062 US 131 Hwy. This case was postponed by the Planning Commission. The sixth case was David Firman for a Site Plan Review and Amendment for a Contractor's Use at property located at 3529 Howard Rd. This case was postponed, as the applicant was not present to present the case. The seventh case was Jason Thelen for Little Bay Boards, for a Special Use Permit for property located at 355 N Division Rd. This case was approved by the Planning Commission. The eighth, unofficial case, was an introduction to a case for next month's meeting. The applicant is Alan Hubbard, of Pro Image Design, as well as Johnathan Scheel, who owns neighboring parcels. Hubbard would like to build a new building for Pro Image Design at the parcel next to St. Michael Academy. There was much discussion as to the best way to do this. Some ideas consisted of: 1) Adding that parcel to the Summit Park PUD, 2) Creating a PUD down to the golf course which would include both Hubbard and Scheel's properties, 3) Rezoning Hubbard's parcel. More information to come regarding this case next month.
- b. **Motion** by Golding to recommend approval of the Planning Commission report as presented. 2nd by Nowland. **Passed**

X. Fire Department Report- Report by Welsheimer

- a. Welsheimer reported 13 fire calls and 1 EMS call. He noted that they are starting to do tank and hydrant testing. They will start ramping up drill times next month if allowed under the governor's provisions. Additionally, he has been working with Petoskey Plastics to get one-piece gowns for the EMS.

XI. Parks and Recreation Report- Report by Keiser

- a. Keiser reported that the Parks and Recreation Plan needs to be updated. The Committee is planning to meet soon via Zoom.

XII. Correspondence

- a. Keiser noted that the Local Revenue Sharing Board met via Zoom. He also received a letter from Circuit Control noting that they will be laying people off. Additionally, Keiser received letters from Bay View Association, Little Traverse Conservancy, Charter, MTA, and information about the governor's executive orders.

XIII. Clerk's Business/Bills- Report by Kendziorski

- a. Kendziorski reported bills in the amount of \$108,895.93.
- i. **Motion** by Kendziorski to pay the bills in the amount of \$108,895.93. 2nd by Golding. **Passed**
- b. Kendziorski noted that we need to approve the MML Liability & Property Pool Renewal. Our annual premium to cover the costs and services is \$9,562.
- i. **Motion** by Hoffman to renew our MML Liability & Property Pool for the cost of \$9,562. 2nd by Nowland. **Passed**
- c. Keiser noted that he has been working with our insurance agent on the Jones Landing repairs that will need to be done from the crash this winter. The estimate for repairs is \$6500 plus new lighting. The lighting fixture that was broken is no longer available, so we will need to find new lighting, and the estimated cost for that is about \$2500.

XIV. Treasurer's Report- Report by Golding

- a. The Treasurer's Report shows a balance of \$7,329,884.00 as of 4/30/20.

XV. Building Department Report- Report by Golding

- a. No building department report, as the building department was closed this month due to COVID-19.

XVI. Sewer Business/Bills- Report by Keiser

- a. Bills were reported for the amount of \$177,345.19.
- i. **Motion** by Keiser to pay the sewer bills in the amount of \$177,345.19. 2nd by Kendziorski. **Passed**
- b. Additionally, Keiser reported that the sewer board will be meeting at the end of May.

XVII. Public Comment

- a. Thomas Urman asked if the Planning Commissioners who have to go out to review cases will be receiving masks. We will be putting them in with the planning packets.
- b. Keiser noted that the assessors have not gotten direction from the state yet.

XVIII. **Adjournment:** Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Emma Kendziorski

Emma Kendziorski,
Bear Creek Township Clerk