

## Bear Creek Township Board Meeting June 3, 2020

- I. Called to order at 7:00 p.m.
- II. **Roll Call**
- a. Golding, Hoffman, Nowland, Keiser, Kendziorski
  - b. Others Present: Al Welsheimer, Tom Urman, Mitch Brown, David Marvin
- III. **Pledge of Allegiance**
- IV. **Approval of Minutes**
- a. Minutes from two meetings: Regular BCT Board Meeting on May 6, 2020 and Special BCT Board Meeting May 15, 2020.
    - i. **Motion** by Hoffman to approve the minutes as presented, 2<sup>nd</sup> by Golding. **Unanimous**
- V. **Request from the Floor/Discussion**
- VI. **Approval of the Agenda**
- VII. **Unfinished Business**
- a. **Howard Rd- Sewer Extension**
    - i. Keiser noted that the Howard Rd Sewer Extension is on schedule. There has been one change order of \$3,500 because of a 24in storm drain near Lears Rd that was a foot higher than on the drawing submitted by the tribe. The contractor hit the pipe and had to add a manhole to maintain the grade of our sewer pipe. There may be a few more change orders coming. This project has been a challenge with traffic in this area. Keiser noted that a special assessment district will need to be set up following this project. He spoke with some of the owners in Maple Creek as well as the developer (there are several undeveloped lots). There will need to be a study done to see how much this will cost per lot. Gosling Czubak has given us a proposal for a preliminary study to set up this special assessment district, so we will know what it will cost each homeowner. This study must be done. We can either wait until July or see if the developer would be willing to front the money for this project. Keiser spoke with the developer about this on Wednesday morning. If the developer does front the money for this project, it will flow through the township to Gosling Czubak.
    - ii. **Motion** by Nowland to authorize the supervisor to continue with the sewer assessment study (contracted with Gosling Czubak for \$9,815.00) if it will be paid for by the developer/association. 2<sup>nd</sup> by Hoffman. **Passed**
  - b. **Roads**
    - i. Keiser reported that the bids for Country Club Rd came in about \$35,000 less than the estimate. We had an estimate of \$150,000 and the bid came in at \$111,000 (plus we will need to pay the county about \$3,500 for engineering and testing).
  - c. **Employee Covid-19 Update**
    - i. Keiser explained that we now have a COVID-19 Employee Preparedness Plan and Al Welsheimer did a short training for the employees regarding masks. As a township, it is important for us to do business while remaining safe. We are low risk within the office. Everything is in place for our reopening. We will have a questionnaire for public to fill out upon entering the building. Masks will be suggested. Most office staff have their own office and work 6 ft apart (with the exception of the Clerk's Office and Treasurer's Office, where two people share an office). Part of the reopening plan is to put a chain across the office doors, so that public cannot enter the individual offices unless they are invited in. This will help maintain the 6 ft between office staff and the public. Going forward, we will need Board approval of the COVID-19 Employee Preparedness Plan and a reopening date. The township was set to open on June 8<sup>th</sup>, but will need computer repairs that day. Keiser suggested a reopening date of June 9<sup>th</sup>.
    - ii. Golding noted that she has prepared a note to go in the tax bills encouraging individuals to continue to use the mail and drop box for their business when possible, and to only come into the office building when absolutely necessary.
      1. Hoffman hopes we can make this note positive.
    - iii. Keiser noted that the new glass window has been installed in the secretary's office.
    - iv. **Motion** by Kendziorski to approve the Bear Creek Township COVID-19 Employee Preparedness Plan and to approve limited office hours open to the public starting June 9<sup>th</sup>, 2020. 2<sup>nd</sup> by Golding. **Passed**
  - d. **Library Report**
    - i. No library report.
- VIII. **New Business**
- a. **Master Plan Adoption**

- i. Keiser noted that we have now completed the public hearing. The Planning Commission will need to pass a resolution approving this Master Plan, and the board can adopt it at the next meeting.

**b. Township Hall Use**

- i. Keiser noted that the township hall has remained closed to the public during the pandemic. Before the virus, many non-profit entities used the hall for their meetings. Some have started to call again to see when the hall will be reopened. It may be in the best interest of the township employees that the hall remain closed to entities who wish to use the hall, as the hall would have to be sanitized between each use, and we would have no control over how many people the groups would let in. Keiser would like to see the hall remain closed for now.
- ii. **Motion** by Kendziorski to keep the township hall closed to public use (non-profits and other entities) until further notice. 2<sup>nd</sup> by Hoffman. **Passed**

**c. Spring Lake Park**

- i. Keiser noted that a couple who lives in the township organized a small group of friends to clean up the park. He sent them a thank you. The pavilion and bathhouse have been painted and Jerry did a nice job. He would like to have All Season's power wash the railing and then have Jerry stain it. Additionally, Keiser noted that we have had a problem with vandalism: someone damaging the men's bathroom stall. They have torn down the door and the rail in the wall. Both have been fixed, and Keiser has been stopping in the evenings and mornings.

**d. Jones Landing Park**

- i. Keiser reported that there was a well problem over Memorial Weekend, which caused a shutdown of the bathrooms at Jones Landing because there was no water. The problem has since been fixed. It appears that a check valve froze and broke over the winter and water was pouring out of the well head. Additionally, the insurance company has issued a check for the damage that was done when the car ran into the railing this winter. S&S Welding will be installing a new railing and Solutions Electric will be installing a new light fixture. This fixture will be different because the current fixture has been discontinued. Keiser also reported that Ashley, from Tip of the Mitt Watershed, has requested a boat wash at Jones Landing on July 4<sup>th</sup> and September 5<sup>th</sup>. We have allowed this in the past. This is a nice educational opportunity for boaters who go from lake to lake to help stop the spread of invasive species.
- ii. Nowland noted that the Parks and Recreation Committee is continuing to look into the shower tower. They are in the process of looking for bids. He noted that the benches were rebuilt and they are considering getting the DNR sign at Jones Landing redone.

**e. Blight**

- i. Keiser reported that we have a new case at 3677 Cedar Valley Rd. This was a mobile home that burned down in January and it has been left a mess. There is no insurance on this mobile home and it will be difficult to get cleaned up, however, this is an eyesore for the neighbors. We have received two letters of complaint.
- ii. **Motion** by Nowland that we open a blight case at 3677 Cedar Valley Rd and authorize Joe Villemure for further pursuance. 2<sup>nd</sup> by Hoffman. **Passed**

**IX. Planning/Zoning Report- Report by Kendziorski**

- a. Kendziorski reported on six cases 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 approved. The primary concern from the Planning Commission was not commercial storage at this site, but the possibility of these storage units being used for regular commercial operations, and the storing of inventory. Additionally, an email was sent from Bob Drost to Tammy Doernenburg mid-meeting and was shared with the Planning Commission regarding possible language for the Bylaws. After further review of this email and discussion with Tammy, it may be in the best interest of the township to approve this PUD amendment with an additional adjustment, to prohibit warehousing and the storage of commercial inventory. The goal is to prevent employees from coming in and out of these units regularly to restock or something like that.
  - i. **Motion** by Hoffman to approve the following language for Robert Drost PUD Agreement Amendment for property located at 2157 Howard Rd: "The units will be used for storage purposes, which may be used for residential or commercial. The storage of hazardous or bulk storage of fuel will not be allowed. No warehousing of commercial inventory is permitted. No business operations may be performed at this facility and the property is not to be used as a home or commercial base of operations". 2<sup>nd</sup> by Kendziorski. **Passed**
- b. The second case was David Firman for Site Plan Review for property located at 3529 Howard Rd. This case was postponed by applicant request, so it was not discussed. The third case was MKB Holdings, LLC for a PUD Amendment to the Final Plan and Site Plan Review. This case was postponed by applicant request, so it was not

discussed. The fourth case was John Poquette, for a Site Plan Review and Amendment at property located at 2062 US 131 Hwy. This case was postponed by applicant request, so it was not discussed. The fifth case was Alan Hubbard for a PUD-1 Amendment at 500 N Division Rd. The applicant withdrew this case. The sixth case was Manthei Development Corp for a PUD Residential Overlay for property located at Pickerel Lake Rd. This case was approved. This was a preliminary case, with no details yet. This was simply brought before the Planning Commission to see if this would be a good place for a housing development. There would be three tiers of housing in this development: Tier 1 would be affordable apartments, Tier 2 would be small (1000 sq ft or so) single family homes, and Tier 3 would be homes around the lake with more amenities.

- c. Hoffman asked if there would be community wells.
  - i. Keiser and Kendziorski confirmed there would be.
- d. David Marvin noted that he is in favor of housing there, as it is better than a gravel pit. He remarked that he would like to see some details, and warned the board not to forget details such as dumpsters, deliveries and construction. He also noted that a neighbor of his has major concerns.
  - i. Keiser agreed that housing is better than a gravel bit.
- e. Marvin requested that the board consider screen sharing.
  - i. Keiser noted that the Bear Creek Township Planning Commission does screen share during meetings.
- f. **Motion** by Nowland to recommend approval of the Manthei case for a Preliminary PUD to the county for further consideration (per the Planning Commission's recommendation as presented). 2<sup>nd</sup> by Kendziorski. **Passed**

#### X. **Fire Department Report- Report by Welsheimer**

- a. Welsheimer reported 2 EMS and 17 Fire Calls. He noted that they are starting to see an increase in call volume as more businesses open.
- b. Hoffman asked if there will be a fire board meeting this month.
  - i. Welsheimer noted that there may be.

#### XI. **Parks and Recreation Report- Report by Keiser**

- a. Nowland noted that this was all covered when discussing the parks earlier in the meeting.
- b. Keiser remarked that he has been talking to Networks Northwest about updating the recreation plan. The Networks Northwest estimate was for \$6,090. Keri Kinglesmith gave an estimate of roughly \$13,000, so the Recreation Committee would like to work with Networks Northwest. Due to COVID-19, the time period for this plan has changed, but it may be able to be complete by fall. This plan was budgeted for this year.

#### XII. **Correspondence**

- a. Keiser remarked that the only correspondence was MTA news.

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

- a. Kendziorski reported bills in the amount of \$104,611.23.
  - i. **Motion** by Kendziorski to pay the bills in the amount of \$104,611.23. 2<sup>nd</sup> by Golding. **Passed**
- b. Kendziorski noted that we will need to adjust the budget for Lizzy's new wages/benefits, although this can be done later in the year. Additionally, Adam has approved a new line item for our COVID-19 related expenses, but we will need to set a budget for it. We will not be able to include expenses that we incurred in the last fiscal year (including the office cleaning), but will be able to include expenses that have incurred since 4/1/2020. We have spent roughly \$400 since 4/1/2020 on COVID-19 expenses, plus the secretary's window which cost roughly \$1,100. More expenses may come.
  - i. **Motion** by Kendziorski to amend the COVID-19 budget for \$5,000. 2<sup>nd</sup> by Hoffman. **Passed**
- c. Kendziorski reported the preparations for the August election have begun. The AV Ballot Applications for August/November were sent last Wednesday, May 27<sup>th</sup>, and in a week's time, the Clerk's Office has received nearly 25% back! The state is once again ensuring that an AV Ballot application is mailed to all registered voters (this time, the state is mailing to all voters who are not permanent absentee voters, and the township handled the permanent absentee voter list). Kendziorski noted that we have seen a large rise in absentee voting in our township. Last year, 19% of the Bear Creek Township voters were on the Permanent Absentee List. Now, nearly 42% of our voters are on this list, and it is continuing to grow. Our voters are expressing to us that this is a way that they prefer to vote. Kendziorski suggested starting a second absent voter counting board. The AVCB can process 100 ballots an hour on average (on election day), and with 1600 ballots coming in the last election (May), this took 16 hours. The number of absentee ballots we receive is going to continue to increase, and it is not fair to ask our election workers to work 20 hours days or longer. It may be wise to open a second counting board to share the load. Workers could work a reasonable number of hours this way. However, opening a second AVCB means purchasing a new tabulator. Luckily, there is currently grant money available from the state for these tabulators. The state will pay for half, which would put our cost at roughly \$3,000, plus shipping.
  - i. **Motion** by Kendziorski to approve the purchase of a new tabulator in the amount of \$2,974.50 plus shipping. 2<sup>nd</sup> by Golding. **Passed**

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

a. The Treasurer's Report shows a balance of \$7,473,566.58 as of 5/31/20.

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

a. Golding reported that the building department has been slow.

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

a. Sewer bills were not reported.

**XVII. Public Comment**

a. David Marvin remarked that at last month's meeting, Keiser noted that our revenue will most likely be down due to COVID-19. He asked if the board is planning to reduce the budget.

i. Keiser noted that we have not made plans to do so yet, but it may be something we have to face. There is a \$150,000 road planned that could be cut if absolutely necessary, or we could pull from the township savings account to cover the shortfall.

b. Hoffman noted that Greenwood Cemetery put together a report, and they have been doing less burials.

**XVIII. Adjournment: 8:20 p.m.**

Respectfully submitted,

*Emma Kendziorski*

Emma Kendziorski,

Bear Creek Township Clerk