

**Bear Creek Township Special Budget Meeting
February 1, 2021**

- I. Time: 3:30 p.m.
- II. Roll Call: Keiser (Bear Creek Township, MI), Golding (Bear Creek Township, MI), Urman (Bear Creek Township, MI), Kendziorski (Bear Creek Township, MI), Hoffman (Bear Creek Township, MI- joined at 3:38pm).
 - a. Others Present: Mitch Brown, Al Welsheimer
- III. Using the budget and activity from the last two fiscal years (2019-2020 and 2020-2021), the board went through the budget item by item. The Board budgeted the expenses for the following departments: fire fund, liquor law enforcement, street light fund, building department fund, and sewer fund. Keiser shared that the general operating fund will have \$1,732,487.00 in revenues and \$1,696,912.00 in expenses.
- IV. The Board discussed the Building Department at length. First, the Board discussed wages of the electrical inspector. The Board decided to keep the hourly wage at \$35/hr and to increase the inspection wage to \$37/inspection. Next, Keiser shared that Joe Villemure has decided to step away from blight, and he would like to add the blight enforcement duties to that of the new building inspector. Villemure has agreed to stay on as the blight enforcement officer until this person is able to take it over. Keiser noted that he is looking for solutions as to how to fund a full-time building inspector position. He shared that Welsheimer, the fire chief, is going to be looking into part-time help in the future. We have many commercial safety planning and inspections that the fire department needs to complete. This could be something that this new inspector could help with and would offset the cost as well, as some of the money would come from the fire fund. Keiser noted that this new person could also be trained to complete sewer inspections.
- V. Hoffman asked if the new person will have to have a builder's license.
- VI. Kendziorski asked if this person could shadow another local building inspector for training purposes. She is concerned we are asking too much of this new person, with the additional duties proposed. Golding noted that Wayne can help train this person as to how to complete inspections.
- VII. Keiser noted that in the long term, it would be the goal to get plumbing and mechanical back. We will need someone in this position who has the capability to supervise and manage, in the event that we pursue this in the future. He also noted that the building department currently splits some costs with the township (maintenance and utility costs). The building department pays 35% for these services, which comes out to about 28,000.
- VIII. Urman suggested an April 1st start date, and if there is some overlap when the new person is here before the current inspector retires, that would be okay. He also would like to make sure we do a background check.
- IX. Hoffman suggested advertising in trade magazines. Golding suggested we advertise on the website that all of the builders use. Kendziorski can post it on the Bear Creek Township website and put an ad in the paper as well. We will post this on 2/4/21 and make the deadline to apply on 2/19/21.
- X. The Board reviewed the job description and made slight changes, to add in sewer inspections and blight enforcement.
- XI. Adjournment: 5:02pm

Respectfully Submitted,

Emma Kendziorski

Emma Kendziorski, BCT Clerk