

## Bear Creek Township Board Meeting

April 7, 2021- **Zoom Meeting**

I. Called to order at 7:00 p.m.

II. **Roll Call**

Keiser- (Bear Creek Township, Michigan), Golding- (Bear Creek Township, Michigan), Hoffman- (Bear Creek Township, MI), Urman- (Bear Creek Township, MI), Kendziorski- (Bear Creek Township, MI)

a. Others Present: Al Welsheimer, Mitch Brown, Dr. LaBeau

III. **Pledge of Allegiance**

IV. **Approval of Minutes**

Minutes from seven meetings: Regular BCT Board Meeting on March 3, 2021, two special meetings on March 15, 2021, two special meetings on March 16, 2021, a public hearing on March 16, 2021, and a special meeting on March 18, 2021.

a. **Motion** by Hoffman to approve the minutes as presented. 2<sup>nd</sup> by Golding.

**Passed**

V. **Request from the Floor/Discussion**

VI. **Approval of the Agenda**

**Motion** by Kendziorski to approve the agenda as presented. 2<sup>nd</sup> by Urman.

**Passed**

VII. **Unfinished Business**

a. **Roads**

Keiser shared that we have a new dust control bidder. Denny Way retired so there will be a new company doing our dust control. However, Way will be working for this company and he knows our roads well. This company is out of Lansing, so we will have to coordinate with other townships when they come. We may do dust control early this year, at the end of April, if our weather keeps up. Our road bids are a little over \$100,000 under budget so far, which is good news. Mindel Rd came in \$9,000 over, but the other two were way under budget. Unfortunately, Keiser shared that Bellmer Rd is in bad shape. It has been closed for the last 2-3 weeks because the frost got underneath the logs and pushed them up 2-3ft. This has settled a bit but there is water running underneath. This road is not going to last. Keiser shared that we will need to hire an engineer look at this, and if there is stimulus money available for infrastructure, put it towards this road. Keiser asked if the board is comfortable using the low bids for these roads (Bellmer/Rustic, ultra-thins, and Mindel). He also noted that he received a quote from OHM for phase two of the US 131 corridor study. Keiser will be meeting with OHM, MDOT, and the road commission. We will be looking to get some safety money from the tribe to help fund this study if possible.

a. Dr. LaBeau asked about the tar that is being used for cracks in the road. It seems to be coming off. Keiser shared that the crack sealing was put on too late last year. This year it should be better quality.

b. **Library Report:** None

VIII. **New Business**

a. **Blight Ordinance- Amendment**

Keiser noted that we will need to make a few changes to our blight ordinance. Section 3a currently addresses how long a car can sit in a yard with an expired license plate (currently one year). The recommendation is to change that to eight months. Additionally, section 4b needs to be amended to add littering to the blight ordinance (to add the words "or dispersal of litter"). This will address the issue if trash blows from one person's property onto the neighbors.

i. **Motion** by Kendziorski to adopt blight ordinance amendment #43-21 to amend section 3a to reduce the time of an unlicensed car from 12 months to 8 months and to amend section 4b to address littering ("or dispersal of litter"). 2<sup>nd</sup> by Hoffman.

a. Roll Call: Hoffman, Urman, Golding, Keiser, Kendziorski

a. Yes: Hoffman, Urman, Golding, Keiser, Kendziorski

**Passed**

b. **Employee Handbook Update**

Kendziorski explained that the board last updated the employee handbook in October 2019. We will need to make some amendments to it now, first, to change the portion which discusses the building inspector (to change that from a part-time position to a full-time position). Kendziorski also noted that we will need to add a parental leave policy to our handbook, as we currently do not have one in place. She shared that the federal guidelines mandate 12 weeks of leave (for businesses with over 50 employees). The state of Michigan allows 12 weeks and the World Health Organization recommends 16 weeks. Kendziorski explained that the township already pays for short-term disability, which covers 2/3 of the employee's pay during parental leave. She asked how many weeks the board would like to give for parental leave.

a. Hoffman feels 12 weeks is reasonable. Keiser noted that there is a difference in the amount of weeks for maternity and paternity leave. Kendziorski believes 2 weeks is the standard for paternity leave. Hoffman thinks it may be 6 weeks for paternity. Urman think it may be 2 weeks.

b. Urman asked if the insurance company pays 2/3 of pay during leave, would the township pick up the remainder? Keiser noted that the employees should get paid their net pay. If the short-term disability pays 2/3 of the gross pay, and there is still a remaining amount to get to the net pay, the township would pay that. The township would also keep paying the insurances and benefits during that time. If needed, the township could also hire a part-time person to help out in times like this (only if needed).

c. Keiser suggested 12 weeks for maternity leave and 2 weeks for paternity leave. Keiser asked if adoption is the same. Kendziorski noted that all the things she has been reading has included adoption.

- d. Urman asked if this needs to be taken immediately after birth. Keiser noted that it may include that week before birth. Hoffman noted that the two weeks for paternity leave should be consecutive, but it may not have to be immediately after birth. The paternity leave should still be within the 12 first weeks after birth, but could be flexible.

i. **Motion** by Kendziorski to update the employee handbook to include updates to the building inspector position (to amend it to be full-time) and to include a parental leave policy which allows for 12 weeks of parental leave for the primary caregiver and 2 weeks of parental leave for the secondary caregiver, both to be paid the full net-pay, paid by short-term disability, with the remainder of the pay to be paid by the township (up to the amount of net pay). Benefits and insurance will still be paid by the township during time of parental leave. Parental leave for both the primary and secondary caregiver must be taken within the 12 weeks following the birth/adoption of the child. The primary caregiver may request additional weeks at the discretion of the township board. This policy is subject to Joel's review. 2<sup>nd</sup> by Urman. **Passed**

c. **MML Insurance**

Keiser shared the quote from MML for our insurance cost. The premium went up about \$1,300 this year (to a total of \$10,884) because we added the sewer portion to this policy. The sewer authority was paying about \$6,000 per year for their policy, which is a cost we do not have anymore.

- i. **Motion** by Kendziorski to pay the MML Insurance premium of \$10,884. 2<sup>nd</sup> by Urman. **Passed**

d. **Security Cameras**

Keiser explained that last year, before the November election, we considered adding security cameras to the township hall and fire hall. We received a quote then, but decided to wait until spring to install them. The current quote comes to \$7,243.66.

- i. **Motion** by Kendziorski to pay Common Angle in the amount of \$7,243.66 to install security cameras to the township hall and fire hall. 2<sup>nd</sup> by Hoffman. **Passed**

e. **COVID-19 Update**

Keiser noted that we currently have three employees off due to COVID-19 (one has COVID-19 and two were exposed). All are eligible to return to work next week if they feel that they can.

IX. **Planning/Zoning Report**

Kendziorski reviewed the cases of the Planning Commission, noting that all were passed this month. She explained each condition of the Coveyou case set by the Planning Commission and reviewed the definition of "event" as defined by the Planning Commission for this case. Keiser noted that at the county meeting, it is possible that the definition of "event" may be brought into question (specifically, does a large event have to be defined with a tent, or can small events also have tents?) The board agrees with the Planning Commission's motion, conditions, and definition of "event" and feels that all events with tents are to be considered one of the four large events per month. Urman asked for clarification regarding the 150 people/50 car limit. Keiser shared that this wording was suggested because MDOT and the road commission were looking to limit cars.

- a. **Motion** by Kendziorski to approve the Planning Commission Report, and to affirm and uphold the conditions and definition of "event" as defined in the Planning Commission motion on case# PSUP20-020 for David Coveyou. 2<sup>nd</sup> by Golding. **Passed**

Lastly, Keiser shared that Tammy Doernenburg hired an assistant for zoning.

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

Welsheimer shared that they did training, including back-boarding, traction split and rapid intervention team training. They had 4 EMS calls and 20 fire calls this month, with more grass fires this year than in the last three years. Welsheimer shared the quote for the air vac system that was budgeted for this year. This would cost \$43,124 and would be paid out of the fire fund. The tentative installation time is July and it has a five year warranty.

- i. **Motion** by Hoffman to buy and install the air filtration system for the fire department for \$43,124. 2<sup>nd</sup> by Urman. **Passed**

Lastly, Welsheimer noted that the viewing for Bert is from 6-8pm on Friday with a live streamed funeral at 11am on Saturday. There will be a procession to the cemetery afterwards with a military salute.

XI. **Parks and Recreation Report**

Urman noted that the committee discussed having the Spring Lake Park parking lot sealed and striped, as well as discussed getting a water bottle spout for the park. In regards to Jones Landing, the committee would also like to see that parking lot sealed and striped, as well as potentially plowed in the winter time for ice fisherman (however, no plowing on the brick pavers). They would also like to get some signage out there letting people know not to park in such a way that blocks private driveways. Keiser shared that we will be turning the water on at both parks tomorrow. Don will be doing water testing so we can get the parks open earlier this year. Urman noted that the discussion of the dog park was tabled until the May meeting. The May meeting will include a site walk of that area. In regards to the Click Rd property, Urman shared that they are still considering a water/kayak launch. Keiser noted that we did get a grant from the foundation to do some water ways access trails. The board agreed to pursue a quote to seal and stripe the park parking lots.

XII. **Correspondence**

Keiser shared that we have a quarterly MTA meeting on April 21<sup>st</sup>, which will be held via Zoom. Additionally, Andrea Crumbak, our tax attorney from Mika-Meyers, has left the firm. Her assistant Joshua Beard will be taking her position. Commercial tax appeals will probably be busy this year due to COVID-19.

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

Kendziorski reported bills in the amount of \$85,705.25.

- i. **Motion** by Kendziorski to pay the bills in the amount of \$85,705.25. 2<sup>nd</sup> by Hoffman. **Passed**

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

The Treasurer's Report shows a balance of \$8,528,318.48 as of 3/31/21.

### XV. Building Department Report

Keiser noted that the building department has been getting busier, especially as the frost laws come off tomorrow. He noted that Bill will be retiring at the end of this month (last day April 29<sup>th</sup>) and Bryan will be starting on May 3<sup>rd</sup>. That weekend, Bryan would like to come in and paint his new office and reorganize. We can also get ahold of Mark to come in and rip out the carpeting, as we have extra carpet squares to redo that office. Keiser shared the quote from Common Angle for the new laptop for the building inspector. There will also be a cost for wiring the office for internet. The board discussed throwing a small retirement party for Bill at Spring Lake Park if the weather is nice.

- i. **Motion** by Kendziorski to pay Common Angle in the amount of \$2,199 for a new laptop for the building department. 2<sup>nd</sup> by Golding. **Passed**

### XVI. Sewer Business/Bills

Keiser explained that we have a sewer application for Hearthside Grove for a pavilion. This would be for a total of .23 REUs.

- i. **Motion** by Kendziorski to accept the sewer application for Hearthside Grove for a total of .23 REUs. 2<sup>nd</sup> by Urman. **Passed**

Keiser noted bills for the township sewer in the amount of \$151,323.72.

- i. **Motion** by Keiser to pay the township sewer bills in the amount of \$151,323.72. 2<sup>nd</sup> by Kendziorski. **Passed**

Keiser shared a quote from Gosling Czubak to do a study on lift station #2 (the station on Hiawatha Trail). This station has a lot of inflow and we want to make sure that the pumps are calculating the flow properly.

- i. **Motion** by Kendziorski to pay Gosling Czubak in the amount of \$4,800 to do a study on life station #2 to ensure that the pumps are calculating flow properly. 2<sup>nd</sup> by Golding. **Passed**

### XVII. Request from the Floor/Discussion

Dr. LaBeau shared that the conservation district is having a record year for tree sales.

### XVIII. Other Business

#### a. Cemetery Report

- i. Hoffman noted that there was a Greenwood Cemetery meeting, at which they talked about Wreaths Across America (for the veterans). They got enough money last year to cover this upcoming year.

### XIX. Public Comment: None

### XX. Adjournment: 8:30p.m.

Respectfully submitted,

*Emma Kendziorski*

Emma Kendziorski, Bear Creek Township Clerk