

Norwood Township Board of Trustees Meeting
Meeting Minutes
June 17, 2019 Approved Minutes
Norwood Township Hall

Call to Order – Meeting called to order at 7:00 P.M.

Pledge of Allegiance – by all present

Roll Call – Warner-present, Freds-present, Ridenour-present, Smolenyak-present, Spilis-present

Approval of May 20, 2019 Meeting Minutes, MM by Warner to approve minutes as presented, 2nd by Freds. Motion carried 5-0.

Public Comment related to Agenda – None

Approval of Agenda – MM by Warner to approve Agenda, 2nd by Freds. Motion carried to approve agenda 5-0.

Supervisor’s Report –

Supervisor reported that on May 29, 2019 there was a meeting at the Charlevoix Township Hall with City Personnel and Area Township Supervisors to discuss the EMS Budget. They reported they will hold quarterly meetings and the quarterly invoices will be distributed at those meetings.

The meetings are as follows:

September 4, 2019 at the Charlevoix Township Hall

December 4, 2019 at the Charlevoix City Hall

March 4, 2020 at the Charlevoix Township Hall

June 4, 2020 at the Charlevoix City Hall

Ridenour met with the Family of Frank Hamilton on Memorial Day and they would like to contribute to Frank’s Memorial and would like to be a part of any Memorial Dedication.

ZBA Chairman Chuck Cleland requested five copies of the new ordinance. Clerk will make sure he gets the copies. Chuck Cleland is working with Mallory Bower of the Michigan Historical Preservation Network in Lansing. He would like her to attend an upcoming Board meeting and make presentation regarding Historical Buildings and grants, bonds, etc. for preserving historical buildings.

Ridenour reported he talked to the USDA-FSA in Petoskey regarding the possible cost sharing for removing the Russian Olives on Norwood Beach. The FSA referred him to the Charlevoix County Conservation District in Boyne City who in turn referred him to CAKE in Antrim County. They stated there would be no cost sharing available for the Russian Olives but there could be up to 20% cost sharing on phragmites.

Supervisor received a call from a Lake Shore resident regarding problems from a Short Term Rental house on Memorial Weekend. Supervisor provided Short Term Rental Ordinance and discussed. Resident wanted to review the ordinance before filing a complaint.

Supervisor stated he has been working with the Eagle Scouts to work on a major project for the park. They will propose the project to the Board.

Treasurer’s Report –

Fund Balances: as of 5/31/2019	General:	\$ 64,182.56 (Chx State Bank)
	Vanguard:	250,152.60
	(Vanguard includes \$50,000 improvements)	
	Road:	31,842.88
	Emergency:	100,124.52
	Phragmites:	6,926.49
	(includes \$80 for Frank Hamilton fund)	
	Tax Fund:	2,799.26

Smolenyak has been working with Supervisor on the new Township Hall financing.

Clerk’s Report –

Preapproved: \$ 170.00 (GLE)
Unapproved: \$ 45,424.69 + \$13,700.00 for Charlevoix Township EMS Bill
Totals: \$ 59,294.69

MM by Warner to approve Clerk’s Report to pay bills, 2nd by Smolenyak. Motion carried 5-0.

Clerk reported that she is going to call the Accountant to update the chart of accounts.

Trustee’s Report –

Warner reported that the PC had a lot split that was approved and all went well with the updated forms. Warner also stated the new Ordinance was handed out the to the PC Members and Board of Trustees.

Spilis asked the Board to review MTA document regarding the retention of records. He also discussed the possible resolution to strip Michigan Townships of their right to turn down mining operations. Spilis reported farmland can now be used for commercial solar panels. Spilis also asked the Supervisor and Clerk why Real or Personal Property is not listed on the financial statements. Freds said she will check with the Accountant on that matter.

Zoning Administrators report is posted on line.

Old Business –

New Township Hall Update/Status
An updated site plan was distributed to Board Members.
New site plan and costs discussed as follows:
The cost of materials and labor have to be separated for loan purposes.

Morton Builders are requesting a \$5,000 retainer to do any further cost analysis or the Township can put out for bids.

Loan for materials would be \$164,940 at 3.375% interest for 15 years at \$1,169 per month so total payback would be \$210,502.00.

The labor and services would be approximately \$199,515.00.

Discussion on projected fund balance and how funds that are not under loan will come from. Ridenour and Smolenyak will meet with Bryan Graham, Township Attorney regarding contract with Charlevoix State Bank under ACT A99 for loan of the material portion of the project.

New Business –

Parks & Recreation Commission. Warner gave a report that per the Township's Master Plan there shall be a Parks & Recreation Commission formed. This has been formed by the PC with a commission of three people with PC Member Reibel taking on the Chair position. The commission will meet quarterly. According to suggested by-laws by the State the Committee/Commission will report to the PC and the PC will report to the Township Board. Warner asked if the Board would consider paying the Committee \$50/person/meeting. Warner was also asking if the Commission could answer to the PC not the Board directly, however, the PC will report to the Board if any decisions need to be made.

Ridenour stating he was not in favor of paying the \$50 per meeting as requested and would like the Commission to volunteer their time. He also said the Board could put any matters involving the Commission on the Agenda on a quarterly basis.

MM by Smolenyak to have the PC govern the Parks & Recreation Commission and then the PC would report to the Township Board, 2nd Warner. Motion carried 5-0.

2019/2020 New Budget Approval/Public Hearing.

Review of budget proposal. Open Public Hearing at 8:35pm.

No public comments regarding the new budget. Public Hearing Closed at 8:36pm

MM by Smolenyak to pass the proposed 2019/2020 Township Budget with modifications for \$2,500.00 for new Laptop for Clerk. The proposed Budget will run from July 1, 2019 through June 30, 2020 a resolution to establish a general appropriations act for Norwood Township to define the powers and duties of the Norwood Township offices in relation to the administration of the budget and to provide remedies for refusal or neglect to comply with the requirements of the resolution, 2nd by Spilis. Roll call vote: Warner-aye, Freds-aye, Ridenour-aye, Smolenyak-aye, Spilis-aye. Motion carried and resolution adopted 5-0.

Tax Rate for Operational: .9879 mils

Tax Rate for Roads: .9863 mils

Tax Rate for Emergency: 1.0 mils

This is included in the Budget Resolution.

Resolution of Salary Increases:

Salary of Deputy Clerk & Recording Secretary increased to \$18.00/hour

Salary of Park Ranger increased to \$30.00/hour

Salary of Board of Review \$60.00/meeting for three meetings. 12 hour day flat fee of \$150.00.

MM by Freds to adjust salaries, 2nd by Warner. Roll call vote: Spilis-aye, Smolenyak-aye, Ridenour-aye, Freds-aye, Warner-aye. Motion carried 5-0.

Budget Amendments:

\$91.55 FICA

\$14.57 Medicare

\$396.00 From Contingency Fund to Public Notices Fund

\$53.00 From Contingency Fund to Workers Comprehensive Fund

\$1,078.75 From Contingency Fund to Cemetery Fund

\$3.00 From Contingency Fund to Street Lights Fund

MM by Freds to approve Budget Amendments, 2nd by Warner. Roll call vote: Warner-aye, Freds-aye, Ridenour-aye, Smolenyak-aye, Spilis-aye. Motion carried 5-0.

Announcements & Correspondence –

Ridenour will write letter to Planner Leslie Meyer stating the Township's intentions of a major cost reduction on how we will use a Planner in the future based on as needed basis. Ridenour will write letter to Historical Society to reserve Historical Society building for PC, Township Board & Board of Review meetings from October 2019 throughout the winter and contact new Planner to starting going to PC meetings in August to get familiar with duties.

Board discussed Planner status and this will be places on July 2019 Meeting Agenda.

Next Township Board Meeting will be July 15, 2019 at 7:00pm at the Norwood Township Hall

Public Comment –

Bill Gnodtke encouraged Board to write a letter to State Representative Tristian Cole in opposition of the Mining Proposition Bill since Cole proposed the Bill. He also said writing to State Senator Wayne Schmidt would also be encouraged.

Meeting Adjourned at 8:55 p.m.

Submitted by Shari M. Jones, Recording Secretary