

Norwood Township Board of Trustees Meeting
Approved Meeting Minutes
March 21, 2022
Norwood Township Hall

Call to Order – Meeting called to order at 7:00 P.M. by Treasurer Lynn Smolenyak

Pledge of Allegiance – by all present

Roll Call – Smolenyak-present, Pirie-present, Warner-present, Ben Freds-present, Brenda Freds-present

Approval of February 21, 2022, Meeting Minutes, MM by Brenda Freds to approve minutes with an amendment. Mielke and Overton were entered on the minutes with the wrong positions so that needed to be corrected. Mielke should be ZBA Member and Overton as BOA Member. Also need to add there was an anonymous offer to move the Historic Township Hall. Brenda Freds went on to amend her motion, 2nd by Warner. Motion carried to approval 5-0.

Approval of Agenda – MM by Warner approve Agenda as presented, 2nd by Smolenyak. Discussion to amend the subject under Old Business to retitle Short Term Rental Licensing Ordinance Amendment. **MM by Warner to approve Agenda as amended, 2nd by Smolenyak. Motion carried to approval 5-0.**

Supervisor’s Report –

Started working on ARPA Reporting. Supervisor has been trying to add Treasurer Smolenyak as a signer on the ARPA account on the Michigan Treasury website.

Historic District Ordinance update. Meeting with Norwood Historical Commission that includes Ben Freds, Trevor & Lindsey Dotson and David Vermeesch. Working on putting a Historic District Ordinance in place in order to be able to apply for Grants to preserve and do renovations for Norwood Township Historical Landmarks.

There will be ZBA training on March 30, 2022 at 5:30 at the Norwood Township Hall. Training will last approximately two hours and presented by ZA Leslie Meyers. There are 15 slots available, which are offered to Township Officials first, and if there are any open slot available, they will be listed on the Township website.

Supervisor asked ZA Meyers to report on the Tax Abatement status for Manthei Development and AM Manufacturing. Meyer stated she spoke with Butch Love of the Northern Lakes Economic Alliance regarding the tax abatements, and he stated that Manthei was approved in 2015 and as of May 2021 they had 105 employees and AM Manufacturing was approved in 2018 and at that time had 5 employees and had planned on 10. Meyers said Love is not up to date on where these stand at this time and pointed out that Manthei’s abatement is for one building.

Treasurer’s Report –

Fund Balances as of 2/28/2022:	General:	\$221,131.34
	Road:	95,860.47
	Emergency:	74,351.74
	ARP	38,048.46
	Phragmites:	7,923.10
	(Includes \$1,055 for Frank Hamilton fund)	
	Tax Fund:	12,519.90

Smolenyak reported on the following:

- Settled Winter taxes with County
- IFT Report with State \$11,035.50
- Received permanent Certificate of Occupancy for Township Hall
- Treasurer will be on vacation from April 12 to April 28, 2022

Clerk’s Report –

Preapproved: \$ 352.29 (GLE/Truestream)
 Unapproved: \$ 18,507.50
 Totals: \$ 18,859.79

MM by Warner to approve Clerk’s Report, 2nd by Ben Freds. Motion carried to approval 5-0.

Clerk reported that absentee ballots are in the mail and asks that anyone that has received one return the completed ballot as soon as possible.

There will be an election in May for two Char-Em ISD milages

Trustee’s Report –

Pirie’s report –
 Working on ARP Guide

Warner’s report-

Planning Commission complete the Master Plan Review which will now be sent out to the surrounding applicable entities for review then it will go to the Township Board for review and then back to PC for Public Hearing.

Warner also asked the Board to review what has been used from the 2021-2022 Township Budget so they can let the Board know what they need for the 2022-2023 budget.

Zoning Administrator’s Report-ZA report is online.

Old Business –

Short Term Rental Licensing Ordinance Amendment-

Supervisor stated he appreciates everyone’s efforts for the work done on this issue.

Discussion on the review of the changes for the Licensing Ordinance included the limitation of licenses, and annual review and the definition of a recreational unit. Board agreed that 15 licenses will be allowed Township wide. The licenses will be reviewed each April starting in April 2023. There was further discussion on ownership and whether they should be homesteaded and/or own other properties in Norwood Township. Licenses will be reviewed chronologically. The updated ordinance will be posted on the website along with the previous ordinance so they can both be reviewed to show the updates.

MM by Smolenyak to pass the amended Ordinance with the exception of Section 5a 1 & 2 of the Short-Term Rental Licensing Ordinance number 2 of 2022 which will be in effect one day after published for the public, 2nd by Warner. Roll call vote: Smolenyak-aye, Warner-aye, Ben Freds-aye, Brenda Freds-aye, Pirie-aye. Motion carried to approval 5-0.

New Business-

Sarah VanHorn, Charlevoix Chamber of Commerce President Presentation-

VanHorn stated she is a native of Charlevoix and has been the Chamber President since 2018. She said she would like the Chamber to be more in touch with the surrounding municipalities. She said the Chamber has approximately 400 members and told the Board to feel free to reach out to the Chamber for any assistance.

Road Construction Projects –

Supervisor said there is approximately \$95,000 currently in the Road Fund and the road millage will be up in two years. Supervisor and Bill Gnodtke met with the Charlevoix County Road Commission and gave them ideas of what the Township needed. They stated there is \$15,000 per year revenue so in two years there will be approximately \$110,000 plus \$45,000 from revenue totaling \$155,000 that will be available. The two roads needing attention are Beatty Road and Warner Road. Beatty Road has 9 houses and Warner Rd has 5 houses on the Norwood Township side. The CCRC gave an estimate of \$325,000 to repair Beatty Road from US 31 to Vratana which is approximately .5 miles.

Discussion on funding included a possible loan from the County, ARP funds and possibly taking the roads back down to gravel. Board decided to table the Road Construction Projects to a future meeting in order to gather more information on funding and getting an estimate to resurface Beatty Road from US 31 to Ferry Road.

Trash Pick-up –

Supervisor stated he received a quote from American Waste for Township curb side pick-up. The quote was approximately \$15,000 for 2 compacted yards per pick-up. In 2019 there was a total of 210 compacted yards picked up and the cost was \$12,390. Waste Management stated they have June 25, 2022 available at this time. Board members discussed and felt it needed to be done but stated if costs continue to go up, they may not be able to continue in future years. If passed the date and limit will be posted on the website.

MM by Brenda Freds to hire Waste Management to do a curb side pick-up on June 25, 2022 and limit to 2 compacted yards per household, 2nd by Smolenyak. Motion carried to approval 5-0.

Frank Hamilton Memorial & New Township Building Dedication –

Discussion on planting a tree and placing a bench outside the Township Hall next to the purchased boulder with a plaque for the Frank Hamilton Memorial. Supervisor stated he will check with Bill Gnodtke to see if it can coincide with the Memorial Day program the Township has and do the dedication the same day. Tabled and will be an Agenda item for the April 2022 Board meeting.

Correspondence/Announcements-

Correspondence received from the County for an incentive for deed restrictions for people who live in the Township for 10 months of the year. This would be a House Ready Program and boost year around rentals.

There will be a Village wide garage sale in May.

Public Comment-

Kelly Morris, 4224 Lakeshore Dr, had question on STR Licensing renewal process and Board told her they would need to be renewed each year. She also asked about the Master Plan timeline. Board stated this will be distributed to adjoining entities and then the Board will review and there will be a Public Hearing.

Jim Furlong, 4495 Lakeshore Dr., said he hopes the Township can heal from everything they have been through over the past few months and thanked everyone for their efforts. Furlong also said if the Township imposes a limit of 15 STR's there will be a lot of work that will need to be done to make sure the licensees follow the rules. Furlong wondered if there is a way to collect fees from rentals to help offset the additional expenses for the ZA. He also asked if the Board could put out requests for bids for the roadwork and feels it makes sense to borrow or get bonds for the roadwork.

Rod Richardson, 1994 Gennett Rd., said he had come to meeting regarding the garbage pick-up and was glad the Board decide to approve.

Meeting Adjourned at 8:31 p.m.

Respectfully submitted by,
Shari Jones, Recording Secretary/Deputy Clerk