

Norwood Township Board of Trustees Meeting
Norwood Township Hall
May 15, 2023
Approved Minutes

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

Pledge of Allegiance – by all present

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

Approval of April 17, 2023, Meeting Minutes – MM by Warner to approve the April 17, 2023, Board Meeting Minutes, 2nd by Pirie. Discussion by Smolenyak that there was the word “not” missing from Bill Gnodtke’s public comment. This will be updated. **Amendment MM by Warner to approve amended April 17, 2023, Board Meeting Minutes. Motion carried to approval 5-0.**

Approval of Agenda – Supervisor Freds ass to add Hall Rental to New Business and Smolenyak asked to amend Savings Account to Sweep Account under New Business. **MM by Warner to approve the agenda as amended, 2nd by Pirie. Motion carried to approval 5-0.**

Supervisor’s Report –

- Norwood was awarded the Preferred Local Government Status in order to apply for grants for the Old Township Hall
- Completed required ARPA funds report for the year.
- Installed a security camera inside the Township Hall that records security for the ballot box activity and would like to install one in the breakroom/kitchen to keep an eye on the parking lot activity.
- Had a conversation with Banks Township Supervisor, Alex Bussman, regarding the streetlight at Richardson Road and US 31 and he said the Banks Township is receptive to helping cost share for the light however they do not have the funds to match. The supervisor asked Pirie if he would reach out to Andy Allen on possible solutions to get the cost down. Freds stated he will work with GLE to get the cost down or possibly go with solar light. Pirie said he will help work on this.
- The supervisor stated he has had several calls on the garbage pick-up, and he wants the Township resident to know that there will not be one in 2023 but will be one 2024.
- Supervisor read a letter from Jim Kolka regarding the Township Park clean up. He stated there were 17 people that helped out. Freds said everyone had a great time and they got a lot of the work done.

Treasurer’s Report –

Fund Balances: as of 04/30/2023:	General:	\$273,470.75 (\$12,000 performance bond included)
	Road:	\$ 49,331.91
	CD Road:	\$100,000.00
	Fire:	\$ 45,289.37
	CD Fire:	\$ 30,000.00
	ARP Fund:	\$ 75,105.87
	Phragmites:	\$ 7,931.03
	(includes \$1,055 for Frank Hamilton fund)	
	Tax Fund:	\$ 1,759.08

Smolenyak reported on the following:

- Tax funds have been satisfied.
- Submitted a change of address to the post office to have the mail forwarded to the Township Hall

Clerk’s Report –

Preapproved:	\$ 5,300.12 (GLE/Truestream/Mortgage)
Unapproved:	\$ 5,320.00
Totals:	\$ 10,620.12

MM by Warner to approve the Clerk’s report, 2nd by Smolenyak. Motion carried to approval 5-0.

Clerk reported on the following:

- Bathrooms at the Township Park will be open up by Memorial Day
- Monthly minutes cannot be sent through bulk email as Rackspace will not allow so she wanted Township residents that they are posted monthly on the Township website.
- Wanted everyone to know that the black box outside the Township Hall is a ballot box not a waste receptacle and would also like to remind everyone to take their trash with them when leaving the Park as there is no trash receptacle in the park.

Trustee’s Reports -

Warner reported on the following:

- May PC meeting discussed Solar Ordinance and that it needs more work on it.
- Short Term Rental enforcement discussion
- PC budget and how the Enforcement Officer will be budgeted.

Pirie reported on the following:

- Has had several calls on garbage pick up and he stated he has told everyone that there will be no pick-up in 2023 but will be budgeted for 2024.

Zoning Administrator’s Report-ZA report is on-line.

Old Business -

Parks & Recreation Plan –

Discussion on the update of the language to the plan which includes the DNR description of EAGL, removed the language of the bike path on page 16, removed the Resolution supporting the bike path, changed wording from promote to facilitate for land conservancy on page 15.

Further discussion from Smolenyak to possibly remove the LTLC from the Parks & Rec plan or change the wording relating to the land conservancy from promote to encourage as the Township cannot facilitate or fund the conservancy of land but can encourage and support. Further discussion on removing LTLC from the Parks & Rec plan and just leave it in the Master Plan. Remove page 10 map and remove #3 on Page 15. Smolenyak will work with Supervisor Freds on wording.

MM by Brenda Freds to table Parks & Recreation Plan to the June 19, 2023, Board Meeting, 2nd by Warner. Motion carried to approval 5-0.

Supervisor Freds said there is a pavilion that was erected at Northwest Marine that is 16x12 and the cost is \$5,000 from Costco and this can be put together by volunteers. He went on to state the \$10,000 grant from the County can be used to put in the slab and this is what the Township could use for the Park Pavilion. Freds stated he has been in contact with Boogie Carlson, the High School Building Trades Teacher, to see if there are any students that could work on a site plan. The supervisor found the original site plan from Ferguson & Chamberlain and will forward it to Carlson.

2023/2024 Budget –

Items discussed relating to the 2023/2024 budget:

- There will be a Public Hearing for the 2023/2024 budget at the June 19, 2023, Board Meeting.
- Enforcement & Garbage Pick-up.
- STR – there are 14 licenses and there will be renewal funds so the current \$500 should go to \$2,500.
- Property tax administration fees should be increased to \$10,000 for summer and \$7,000 for winter and should be \$60,000 total.
- Garbage pick-up budgets for \$14,000
- Charlevoix Venetian Festival donation of \$1,500 is now under contracted service and there was a discussion on whether it should have its own line item.
- Clerk & Treasurer office supply items putting under one account.
- Road and Fire Fund Discussion

New Business –

Sweep Account Charlevoix State Bank –

Discussion on setting up a Sweep Account at Charlevoix State Bank that would transfer money into an interest-bearing checking account when the balance in the General Account goes over \$100,000. The additional funds will automatically go into an account that earns 4.25% interest.

MM by Brenda Freds to allow Treasurer Smolenyak to create a sweep account so when the balance in the General Fund goes over \$100,000 the overage funds will go into an interest-bearing account. Also, to allow all signers that are currently on the General Funds to be put on the new account, 2nd by Warner. Motion carried to approval 5-0.

Enforcement S.O.P. –

Discussion by Board that Supervisor Freds, Zoning Administrator (ZA) Meyers and Enforcement Officer (EO) Mielke are working on a more defined approach. Reviewed list of complaints that have come in for STR's. Working on a PDF for online complaints. Complaints will also be accepted via email to the Supervisor, ZA or EO and all complaints will be available for FOIA. An STR portal is available on the website under the Residential link. The ZA and EO are checking Rental websites for local STR's that are advertised. Supervisor wanted to let residents know that if the ordinance or STR Licenses are not followed, and the representative cannot be reached they should call 991.

MM by Warner to publish the change to update the response time to 30 minutes for the representative and two hours for the complaint to be resolved, 2nd by Brenda Freds. Motion carried to approval 5-0.

LCEMS Authority Board Member Appointment –

MM by Brenda Freds to re-appoint Bill Gnodtke as the representative of Norwood Township to the LCEMS Authority Board, 2nd by Smolenyak. Motion carried to approval 5-0. Gnodtke accepted the appointment.

Norwood Township FOIA (Freedom of Information Act) Policy –

Clerk Freds stated that for a few years now she has not been charging for FOIA requests since most have been under 15 minutes, however, recently the FOIA requests have been very lengthy so she will begin to charge again for all FOIA requests. Requests will be charged in 15-minute increments.

MM by Warner to continue the policy to charge for FOIA requests starting on today's date, May 15, 2023, at 15-minute increments collectively, 2nd by Brenda Freds. Motion carried to approval 5-0.

Hall Rental –

Supervisor stated he has been getting several requests for Hall Rental. He stated he will be the Hall Rental Coordinator. A code box with a key will be put up.

~~Since there will not be a February 2023 Township Board Meeting the Clerk asked that the bills that need to be paid in February be approved.~~

~~**MM by Warner to approve paying the February 2023 bills, 2nd by Pirie. Motion carried to approval 5-0.**~~

Announcements & Correspondence –

Smolenyak discussed that sand and gravel mining is coming up in Legislature and according to the MTA newsletter there are three house bills and if passed all will pre-empt all local authority for sand and gravel mining and would eliminate any existing court decisions.

The Supervisor stated that the complaint for Ian Grey, in Clipperview, will not be charged as illegal use.

Next Township Board Meeting will be June 19, 2023.

Public Comment –

Bill Gnodtke, Norwood resident, thanked the Board for the appointment to the LCEMS Authority Board. He went on to say Roy Griffiths, the LCEMS Authority Chairman, has been doing a great job and so far, they are under budget. Gnodtke said the Park cleanup was wonderful and he appreciated all the help. Announced Memorial Day festivities will start at 8:30 a.m. at the Norwood Cemetery and encouraged everyone to attend.

The supervisor said he will have Gnodtke help with the Road Budget after the 2023-2024 budget has been completed. He also asked Smolenyak to put the Memorial Day events on the website.

Andy Allen (on zoom) said he reviewed the STR recording data and says it looks good. He also asked if there would be a report for any of the complaints that are called in to the Sheriff's Department.

Ian Grey, Clipperview homeowner, suggested he have his name added to the STR contact list. He explained the trailer situation and asked anyone that has questions or complaints to call him directly. He also asked that a False Claim column be added to the STR complaint report. He asked that it be added for transparency. He stated he agreed with the FOIA charges and feels the complainants should be charged.

Smolenyak stated the Household Hazardous Waste drop off is on the Residents page of the website. This will be held June 9th & 10th.

Meeting Adjourned at 8:39 p.m.

Submitted by Shari M. Jones, Recording Secretary