

Norwood Township Board of Trustees Meeting  
Meeting Minutes  
May 21, 2018 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, Pajtas-present, Ridenour-present, Smolenyak-present, Spilis-excused absence.

**Approval of April 16, 2018 Meeting Minutes – MM by Warner to approve the minutes, 2<sup>nd</sup> by Pajtas. Motion carried to approve Minutes 4-0.**

**Public Comment related to Agenda -**

Leslie Meyers, Township Planner, was present and asked that if the Board is going to review Short Term Rentals that they review the distance (45 miles) that the contact person be away from the rental be changed to a shorter response time. Also, she asked to review the definition of “Short Term” as being <30days – six weeks.

Sheriff Chuck Vondra passed out his annual report for the Sheriff’s Department and asked the Board to review. He also stated he has updated his Eviction Policy to be more in line with the law and an eviction can take place within 48 hours and the personal property must be out of the home, even if that means going to the side of the road.

The Board asked about enforcing the Short Term Rental ordinance and the Sheriff stated he can enforce if he has been presented with the enforceable ordinance.

Sheriff Vondra also passed out a Place of Worship Security and Safety Guide.

Ridenour asked the Sheriff if any of the Charlevoix County Townships have opted in on the marijuana issue and the Sheriff stated that no Charlevoix County Townships have opted in.

**Approval of Agenda – MM by Warner to accept the agenda with changes.** Warner asked to add the Park Sign and Road updates to the agenda. **Motion was 2<sup>nd</sup> by Pajtas. Motion carried to approve agenda as amended 4-0.**

**Supervisor’s Report –**

Supervisor Ridenour reported that the Lake Shore Drive road project started last week. Ridenour said he discussed the delinquent tax loan terms with Kevin Shepard and has a certified letter from the County stating the township has been approved and are now awaiting the contract from Attorney Graham. When the contract is finalized the Township can negotiate the details with Charlevoix County. Township will try for three equal payments based on yearly payments after the road millage tax is collected. This will be sometime in April of each year.

Ridenour received a letter from Attorney Wendling on May 15, 2018 with his opinion regarding the contract between CCRC and Tri-County Excavating confirming that these types of agreements are entered into all the time in Michigan.

Dixie Hwy was washed out during the May 4<sup>th</sup> rain storm. The CCRC will cut section out and fill in and re-blacktop. Ridenour will follow up on that progress.

Chuck Cleland called Supervisor about trees dying in Norwood Village and would like to remove trees that are bothersome and have the Board explore grant from DNR to replace shade trees in the Village.

Attorney Wendling suggested definitions and example ordinances for Event Barns and this was forwarded to PC Chair Doyle, Trustee Warner and Supervisor Ridenour and Supervisor will distribute to other Board members for review.

Ridenour stated the Marijuana moratorium opt-out is being left in place. The Township cannot apply for Federal Grants if opted in.

Ridenour confirmed the Fire and EMS Contracts are good through 2019.

The discussion regarding the Township Insurance is tabled until the June 2018 meeting as Trustee Spilis is absent.

**Treasurer's Report –**

Fund Balances: as of 04/30/2018	General:	\$ 79,948.05
	Improvements:	60,000.00
	Vanguard:	130,532.74
	Road:	271,548.05
	Emergency:	85,335.99
	Phragmites:	7,214.02
	Tax Fund:	2,368.91

Smolenyak reported she is still working on updating the web site.

**Clerk's Report –**

Preapproved:	\$ 166.00 (GLE)
Unapproved:	\$ 6,178.29
Totals:	\$ 6,344.29

**MM by Warner to approve Clerks' Report, 2<sup>nd</sup> by Smolenyak. Motion carried and approved 4-0.**

Pajtas reported there was an election held on May 8, 2018 and there were 72 voters. The cost was \$725.89 which will be covered by Charlevoix Public Schools and the Char-Em Intermediate School District.

Clerk reported Michele Wilson will be the Park Ranger and will open the Norwood Township Park on May 23, 2018 and she will also clean the Township Hall on a quarterly basis at a cost of \$25.00/hour.

Pajtas said that Boss Landscaping contacted her about maintaining the lawn service at the Township Hall and the Cemetery at the same cost as last year.

Smolenyak also stated she had contacted an exterminator to spray at the Township Hall.

**Trustee's Report –**

Warner said the Planning Commission will have a special meeting on June 4, 2018 from 6pm to 10pm to work on the ordinance.

Warner also asked the Board to make recommendations for the fees and fines for the Short Term Rental ordinance. This will be discussed under Old business.

**Zoning Administrator's Report** –Report is available on the Township website.

**Old Business –**

Renewal of the Poverty Exemption Resolution. Resolution #5 of 2018 is a Resolution to Establish Poverty Exemption Guidelines and Application for Poverty Exemption.

**MM by Warner to approve Resolution #5 of 2018, 2<sup>nd</sup> by Smolenyak. Discussion. Votes: Warner-Aye, Pajtas-Aye, Ridenour-Aye, Smolenyak-Aye. Motion carried 4-0 to approve Resolution.**

Road Discussion and Contract between CCRC and Tri-County Excavating was discussed in Supervisors Report.

Short Term Rental Police Power Ordinance discussion. Warner asked Board to make suggestions to the PC for licensing fees and fines. It was discussed the licensing fee suggested is \$500.00 and the fines should be \$1,000.00. Warner will take these suggestions to the PC.

**New Business –**

Great Lakes Franchise Ordinance. Supervisor received a letter from Dykema Gossett PLLC requesting a Grant of Franchise to Great Lakes Energy Cooperative to conduct business in Norwood Township. Discussion on the ordinance presented. **MM by Warner to accept the Grant of Franchise to Great Lakes Energy Cooperative, 2<sup>nd</sup> by Smolenyak. Votes: Warner-Aye, Pajtas-Aye, Ridenour-Aye, Smolenyak-Aye. Motion carried 4-0 to approve ordinance.**

Resolution to Waive Fines on Property Transfers. Resolution #6 of 2018 is a Resolution to Waive the collection of penalties or fines for the non-filing or late filing of property transfer affidavits. **MM by Smolenyak, to accept Resolution #6 of 2018, 2<sup>nd</sup> by Warner. Votes: Warner-Aye, Pajtas-Aye, Ridenour-Aye, Smolenyak-Aye. Motion carried 4-0 to approve Resolution.**

Planning Commission Appointments. Ridenour reported David Vermeesch and David Kolka accepted their three year appointments.

**MM by Warner to approve the three year appointment of David Vermeesch to the Planning Commission, 2<sup>nd</sup> by Pajtas. Motion carried 4-0.**

**MM by Warner to approve the three year appointment of David Kolka to the Planning Commission, 2<sup>nd</sup> by Pajtas. Motion carried 4-0.**

Zoning Board of Appeals Appointments. Ridenour reported that Marty Swanson moved out of the Township so Marion Light accepted a three year appointment to the ZBA and Chuck Cleland to accept a one year appointment. **MM by Warner to approve the three year appointment of Marion Light to the ZBA, 2<sup>nd</sup> by Smolenyak. Motion carried 4-0.**

**MM by Warner to approve the one year appointment of Chuck Cleland to the ZBA, 2<sup>nd</sup> by Smolenyak. Motion carried 4-0.**

Ridenour reported that he contacted Ryan McConnell and Carol Apol to remain as alternates to the Zoning Board of Appeals for a three year appointment and they accepted. **MM by Warner to approve the three year alternate appointment of Ryan McConnell, 2<sup>nd</sup> by Smolenyak. Motion carried 4-0.**

**MM by Warner to approve the three year alternate appointment of Carol Apol, 2<sup>nd</sup> by Pajtas. Motion carried 4-0.**

Budget Discussion for the 2018-2019 Township Budget.

Park Sign information presented to Board by Warner which includes rules in the Park Ordinance.

Warner reported the road down to the launch has deteriorated and since it is a public road it needs to be fixed. Warner stated two loads of gravel will be needed to fix ramp. The cost will be \$1,000.00 which also includes labor. This will come out of the Park Budget.

**MM by Smolenyak to approve two loads of gravel and the labor to fix the launch drive, 2<sup>nd</sup> by Pajtas. Motion carried 4-0.**

#### **Announcements & Correspondence –**

Miscellaneous correspondence emailed to all Board Members. Also there will be a Memorial Service at the cemetery on Memorial Day and then after that there will be a presentation of a Historical Marker at the old Schoolhouse.

**Next Township Board Meeting will be June 18, 2018 at 7:00pm at the Norwood Township Hall**

**Public Comment – None**

**Meeting Adjourned at 9:30 p.m.**

Submitted by Shari M. Jones, Recording Secretary