

Norwood Township Board of Trustees Meeting
Approved Meeting Minutes
October 19, 2020
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 via phone, Spilis-present

Approval of September 21, 2020 Meeting Minutes, MM by Warner to approve minutes as presented, 2nd by Spilis. Motion carried 5-0.

Public Comment related to Agenda – None

Approval of Agenda – Warner asked to amend the Agenda to add discussion about the Planning Commission under New Business. **MM by Warner to approve Agenda as amended, 2nd by Freds. Motion carried 5-0.**

Supervisor’s Report –

Supervisor gave current report on the new Township Hall building. Ridenour reported he received full set of engineering drawings for new Township Hall building from Mortons. On October 21, 2020 Morton Builders will be delivering lower columns to start setting footings. The Township does not have another progress payment until the building package is delivered which should be on January 4, 2021. Permits will be issued this week. Performance Engineers got the land cleared and drain tiles in place. Received first billing from Performance Engineers for \$28,850. Charlevoix State bank issued check to Performance Engineers for \$10,000.00 for the material portion. Lynn will issue a check from the Vanguard account for 1st billing for a total of \$18,850.00 for labor.

Supervisor reported he approved Planning Commission Chairman Kolka to have Township Attorney look Ordinance Section 3.03 to better clarify language.

Supervisor stated he wanted to add the Norwood Beach overcrowding issue to the November or December Meeting Agenda. Discussion regarding putting up a large sign leading down to beach and a sign identifying the north boundary of Township Park as entering private property and review closing off road to beach at certain point to keep vehicles off of beach.

Supervisor gave Historical Preservation update from the Historical Architect. The cost estimate he received was for \$108,000 which includes \$20,000 for new roof, which may or may not be done, and includes chemical/electrical incinerating toilet and insulation which is not needed. The overall three-year budget would be \$54,000 to \$60,000. Ridenour stated the money will be raised between Historical Society, Township Budget, Fundraising and Grants to restore to original 1884 condition. Sent Historical Society President David Vermeesch the report in order to present it to the Historical Society Board.

Ridenour also reported he sent out an update to the Township board members on the proposed Bike Trail and that he spoke to United States Representative Jack Bergmann recently.

Treasurer's Report –

Fund Balances: as of 09/30/2020

General: \$ 48,106.39 (Chx State Bank)
Vanguard: 262,592.51
(Vanguard bal. after Morton Builder's 1st Pmt)
Total: \$310,698.90

Road: 40,027.28
Emergency: 47,310.99
Phragmites: 8,260.82
(includes \$1,405 for Frank Hamilton fund)
Tax Fund: 15,103.76

Smolenyak reported on the following:

Starting a new tax cycle and said if anyone needs to have anything sent out with the tax bills to get with her by November 4, 2020.

Noted she worked on the Resolution for the Private Road names coming up under New Business on the Agenda

Smolenyak noted the back room at the Hall is getting crowded and asked that the back door not be blocked so allow for an exit if needed.

Clerk's Report –

Preapproved: \$ 154.00 (GLE)

Unapproved: \$ 2,573.83

Totals: \$ 2,727.83

Discussion on Clerk's report to hold off paying the Emergency invoice until the invoice is audited.

MM by Warner to accept Clerk's report as amended and approve to pay bills, 2nd by Freds. Motion carried 5-0.

Freds reported there have been 300 requests for Absentee Ballots

Trustee's Report –

Spilis reported that the ditch clean up on Clark's property in Clipperview was completed by the Charlevoix County Road Commission.

Charlevoix County Road Commission completed crack filling on Lake Shore Drive

FEMA information was gathered and have been chronologically organized.

Spilis contacted Freemont Insurance regarding putting a link on their web site for FEMA information and there will be a FEMA Zoom Meeting on October 20 & 22nd regarding Flood Insurance,

Regarding AT&T claim, letter has been sent to AT&T and no response has been received.

Zoning Administrator's Report-Supervisor stated the ZA report is on line.

Old Business –

Torch Lake Township EMS/Ambulance Contract-

Ridenour & Smolenyak attended Torch Lake Township Meeting. Contract drawn up by Torch Lake Township EMS Attorney, which was sent to Norwood Township Attorney Wendling, which he reviewed, and the contract has been sent back to Torch Lake Township. Supervisor asked Board for approval to pursue finalizing contract with Torch Lake Township and drafting letter, after Torch Lake Township approves at their Board meeting on October 20, 2020, to the City of Charlevoix to cancel the contract for EMS services. Need to give Charlevoix six months notification to cancel, however, if Charlevoix EMS goes to an Authority then the contract will be void. Norwood Township does not wish to be included in the Authority. Ridenour hopes we can start contract with Torch Lake on January 1, 2021. Further discussion on the letter the Board received from Attorney Wendling regarding the proposed contract.

MM by Warner to support Supervisor Ridenour to proceed to continue with contract with the Torch Lake Township EMS and approve to cancel the contract with City of Charlevoix EMS if Torch Lake Township approves contract, 2nd by Spilis. Motion carried to approve 5-0.

New Business –

Designated Assessor Contract Draft-

Explanation of the contract stating that if Assessor's audit is not passed then the State assigns an Assessor or the State steps in. Attorney Graham wrote contract for Charlevoix County Assessor as a back up for a 5 year term contract. The audit is based on valuation efficiencies and clarity. There could be a \$75.00 per parcel for reappraisal if an audit fails. A resolution will be presented at the November 16, 2020 Township Board Meeting to use Charlevoix County as our back up plan if current Assessor cannot meet future requirements and not pass the State of Michigan Audit. Supervisor will discuss with Attorney Graham.

Paul Gross and Contractor asking permission to use Norwood Beach to construct Retaining Wall-

Paul Gross, of 845 Lake Shore Drive North, gave a presentation on why he is asking to use the Norwood Beach to construct Retention Wall. Mr. Gross said there is no other way to get the limestone boulders down to his property other than using the beach transport them. Mr. Gross explained that the boulders will be dropped at the boat launch area then transported down the beach as soon as they are dropped off. Contractor, Bruce Banwell of Bruce's Earthworks, stated they will use means that will not do any damage to the beach while transporting boulders and stated he would grade the parking lot after completion. Banwell stated bringing in boulders via barge is too expensive and assured the Board that the boulders will be moved right away and will not sit over a period of time. Banwell stated it will take three to five days to get the work done. Banwell stated he will provide a certificate of insurance and has already gotten permits from all Government levels. The Board stated they would like to have a \$10,000 Guaranteed Bond to cover any damage done to the beach area.

MM by Spilis to approve access to 845 Lake Shore Drive via the Township Park boat launch area down Norwood Beach as long as Norwood Township is provided a valid Certificate of Liability listing Norwood Township as an Additional Insured and Certificate Holder and an Irrevocable Guaranteed Financial Instrument of \$10,000.00.

This guarantee will remain in effect for thirty (30) days or until the Township has been notified that the work has been completed and there is verification that no damage was caused. 2nd by Freds. Motion carried to approve 3-0-1. Smolenyak absent from vote and Ridenour recused himself.

Resolution of Private Road Names Aspen Drive and Lighthouse Lane-
MM by Warner to approve Resolution, 2nd by Freds. Motion carried to approve 4-0.

Deputy Clerk Government computer-
Supervisor explained that Deputy Clerk Jones' work has increased with the Planning Commission and since she is Deputy Clerk, Recording Secretary for Board, PC and ZBA she should have a dedicated Township Computer instead of using her personal computer. Ridenour stated they would like to have a budget of \$650-800 for this purchase.
MM by Warner to purchase computer, 2nd by Freds. Motion carried to approve 4-0.

Trustee Warner Planning Commission Report-
Warner stated he is concerns with the issues that have arisen with some of the business the Planning Commission has been working on lately. Supervisor told Warner he has been working with Chairman Kolka and Recording Secretary Jones on these issues and hopes to have things resolved by the November 9, 2020 PC Meeting.

**Announcements & Correspondence –
Next Township Board Meeting will be November 16, 2020 at 7:00pm. Norwood Township Hall.**

Public Comment –
County Commissioner Nancy Ferguson stated she will be our Commissioner until December 31, 2020 and at that time Scott Hankins will be the new County Commissioner for Norwood Township. Ferguson reported on the Hot Spots the Charlevoix Library has been working on to help more people work remotely. Reported Norwood Road will be resurfaced in 2021 and there will be an opening on the Charlevoix County Road Commission in April for a 2 year term due to Denny Way's resignation and Ferguson hopes this vacancy will be filled by a local person. Ferguson said she has been a Commissioner for six years and thanked the Board for their support and said it has been a pleasure to serve.

Brent Bollin of Top of Michigan Trails Council was present and said he would like to attend the November Board Meeting and would like to present some proposals for a Public hearing.

David Vermeesch stated Great Lakes Energy has been out digging for wireless cables and there has been reports of them hitting propane gas lines and wanted to notify residents to be aware.

Shari Jones stated she is aware that there have been some Flood policies issues in the area, but they have been Private policies not FEMA policies through NFIP. Jones also stated that the contract for the EMS should provide a backup unit for EMS if primary unit is out on a run.

Meeting Adjourned at 9:10 p.m.
Submitted by Shari M. Jones, Recording Secretary