

Elk Rapids Township Regular Meeting Minutes, July 11, 2017

The regular meeting of the Elk Rapids Township Board was held at the Elk Rapids Government Center located at 315 Bridge St. Elk Rapids. The meeting was called to order by Supervisor Amos at 9:00 am. The meeting was recorded to provide accuracy.

Present: Supervisor Dorance Amos, Clerk Shelley Boisvert, Treasurer Mike Szymanski, Trustee Richard Hults, and Trustee Aaron Isenhart

Also Present: B. Derman, Fire Chief VanDenBerge, A. Nordman and B. Muma: Performance Eng. and 2 members in the audience.

1. **Pledge of Allegiance**
2. **Public Comment:** none at this time
3. **Approval of Meeting Agenda:** Motion/S: Hults/Isenhart to approve the agenda as presented. **MOTION APPROVED.**
4. **Consent Agenda:**
 - A. June 13, 2017 Meeting Minutes
 - B. Assessor's Report
 - C. Zoning Report
 - D. Treasurer's Report
 - E. Paying of the Bills: General Fund - \$27,216.21, Fire & Amb. Fund – \$126,165.00MOTION/S Boisvert/Szymanski to approve all the items on the Consent Agenda. Roll Call Vote: Hults, Szymanski, Isenhart, Amos and Boisvert all voting Yes, 0 No. **MOTION APPROVED.**
5. **Sheriff/Commissioner Report:** as submitted
6. **Ambulance Department:** Report: as submitted
7. **Fire Department:** Chief VanDenBerge: Report as presented
8. **HERTHA:** T. Vranich: Verbal Report
9. **Sportsman Club:** Tire Removal: Szymanski received quotes but so far cost for removal is approximately \$10 per tire. More information will be gathered.
10. **Maple Harbor Sewer:** Performance Engineering completed their survey and have submitted an updated drawing that shows a projected sewer district for Maple Harbor consisting of 42 parcels. Once petition signatures are verified by the assessor, B. Derman will prepare a proposed schedule for public hearings.
11. **Municipal Underwriters of Michigan:** Liability Limit Options: A. Gandolphi from Municipal Underwriters sent the Township a renewal notice for insurance but he included, as requested, some other options showing an increased amount for liability for the Township. Motion/S: Hults/Isenhart to approve the renewal invoice that includes the maximum liability amount of \$5,000,000 for a renewal cost of \$19,383.00. Roll Call Vote: Isenhart, Szymanski, Amos, Boisvert and Hults all voting Yes, 0 No. **MOTION APPROVED.**
12. **Township Policy Manual:** As suggested by Michigan Townships Association, the Township General Policy Manual that was adopted five (5) years ago was reviewed. Township Attorney's at Varnum Law reviewed our policy and made some suggestions for minor updates. MOTION/S Szymanski/Boisvert to approve the updated Policy Manual that also includes the FOIA Policy and the Investment Policy for the Township. Roll Call Vote: Szymanski, Amos, Boisvert, Hults, and Isenhart all voting Yes, 0 No. **MOTION APPROVED.** This policy can be viewed at the Twp Office and on the Twp website.

13. Attorney's Report: as presented

14. Township Board Announcements and Comments:

- Amos attended the AMAR follow up with our assessor Karleen Helmreich and she is finalizing the revisions suggested. He also mentioned that the Board of Review will be meeting on July 18 at 6:00 PM at the Governmental Center.
- New signs will be installed at Maple Grove Cemetery stating there are no trash cans available and to please take your trash home with you.
- Szymanski said that he has cashed in a CD from the Cemetery fund. Part of these funds will be used for maintenance at the cemetery.
- The Audit for the 2015/2016 fiscal year has been completed and available for review at the Twp offices.
- Arrow Roofing Proposal. – Hults contacted the roofing company that had installed the roof on the Governmental Center because of some leaks over the past years. It seems to be a maintenance issue and Arrow Roofing gave us a proposal of \$4,211.00 to clean gutters, prime and flash all seams and caulk all flashings. This amount would be split with the Village of Elk Rapids. Motion/S: Hults /Szymanski to accept the Arrow proposal limiting our Township cost not to exceed \$5,000 with the thought that the Village would also pay half of the total cost. Roll Call Vote: Amos, Boisvert, Hults, Isenhart and Szymanski all voting Yes, 0 No. **MOTION APPROVED.**
- Correspondence was received regarding a complaint with regards to a “Clear Vision Areas” along US 31 North.
- Boisvert wants to bring back discussion regarding the Trail from Acme Township to Charlevoix and have someone from the Trails Committee come in and talk to the Board at the August 8th meeting. This will be arranged.
- Isenhart asked that the Township also review their Sub-contractor Policy with regards to insurance and liabilities. He will send us a sample policy so we know what to watch for.

15. Public Comment: none at this time

16. Adjourn: 10:19 am

Shelley Boisvert, Elk Rapids Township Clerk, 231-264-9333
Meeting minutes are subject to approval at the next regular Board Meeting