

**Elk Rapids Township
Regular Meeting Minutes, November 14, 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, and 2 members in the audience

1. **Pledge of Allegiance**
2. **Public Comment:** No public comment at this time
3. **Approval of Meeting Agenda: MOTION /S: Hults/Szymanski** to approve the agenda as presented.
MOTION APPROVED.

4. **Consent Agenda:**
 - A. October 10, 2017 Meeting Minutes
 - B. Assessor's Report
 - C. Zoning Report
 - D. Treasurer's Report
 - E. Paying of the Bills: General Fund - \$11,054.13, Fire & Amb. Fund – \$7,485.61, Birch Lake Sewer - \$10,465.89**MOTION/S: Boisvert/ Isenhart** to approve all the items on the Consent Agenda. Roll Call Vote: Hults, Isenhart, Szymanski, Amos and Boisvert all voting Yes, 0 No. **MOTION APPROVED.**

5. **Sheriff/Commissioner Report:** Reports as submitted
6. **Ambulance Department:** Report as submitted
7. **Fire Department:** Chief VanDenBerge: Report as presented
 - A. **Service Fee Ordinance**

The Board reviewed the draft ordinance and asked what other Fire Departments in the area are doing. Chief VanDenBerge will research more and check other Antrim County Fire Departments to see if things look comparable.

8. **HERTHA:** The report was submitted by Hults who attended the HERTHA building committee meeting. He submitted a list of maintenance items for the building that the Board should be prepared for. Four items were listed: Rotten window jams, foundation degrading, removal of steel fire stairs and bricking up that door opening, and a new steel door on the west side. There was discussion about taking care of some of that this budget year and preparing for the 2018 budget year for the balance of the needed maintenance.

9. **Maple Harbor Sewer: Brad Muma: Performance Engineering:**

The sewer project went out to bid on November 13, 2017. Sealed Bids will be due by 11:00 am on December 6, 2017. A special Township Board meeting will be held on Thursday December 14th at 9:00 am to accept the bid as recommended from the engineers.

Birch Lake Sewer: Brad Muma: Performance Engineering:

Muma presented a proposed maintenance cost for the remainder of this year for the Birch Lake Sewer in the amount of \$11,020. This included jetting/cleaning portions of the sewer and repairing a manhole structure that has been crumbling around the top. **MOTION /S: Isenhart/Hults** to move forward with the maintenance as described in the proposal submitted by Performance Engineering. Roll Call Vote: Isenhart, Szymanski, Amos, Boisvert and Hults all voting Yes, 0 No **MOTION APPROVED.**

- 10. Cemetery Perpetual Care Fund:** We requested an opinion from Matt Zimmerman of Varnum Law regarding using our Perpetual Care fund for Maple Grove Cemetery. The funds shall be used toward maintenance items that are above and beyond the normal lawn mowing and brush pick up. The Township is working with 365 Outdoor Maintenance on an annual schedule of maintenance and repair that we feel is essential for the longevity of the grounds at Maple Grove. The first phase of this schedule is set for late fall/early winter and quotes were received from 365 Outdoor Maintenance as follows:
- 1) \$6,764 Use of tractor to cut and remove shrubbery and pull stumps, trim tree limbs and fill areas with topsoil.
 - 2) \$1,424 Excavator and skid to pull junk brush, limbs and trees from back wood lot to burn, and spread compost.
 - 3) \$4,510 Contract with BDR Tree Service to cut down 3 large dead trees and other limbs
\$12,698
- MOTION/S: Boisvert/ Szymanski** to approve the above amounts for payment out of the perpetual care account as the work is completed. Roll Call Vote: Szymanski, Amos, Boisvert, Hults and Isenhart all voting Yes, 0 No. **MOTION APPROVED.**
- 11. TBASD Summer Tax Collection: MOTION/S: Amos/Boisvert** to approve the agreement for collection of summer school property taxes for the Traverse Bay Area Intermediate School District. **MOTION APPROVED.**
- 12. Attorney Report:** As presented
- 13. Township Board Announcements and Comments:** none at this time
- 14. Adjourn: 10:07 am**

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