

ALMENA TOWNSHIP
27625 CR 375
PAW PAW MI 49079

ALMENA TOWNSHIP BOARD
MEETING MINUTES
APRIL 10, 2013

The Almena Township Board met at the Township Hall. The meeting was called to order at 7:00 p.m. the Pledge of Allegiance was led by Supervisor Stiles.

Roll call: Mark Roman, Bill Van Tassel, Jim Manning, Doug Stiles, Jerry Lentz, Sheri Manning, and Sandra Rickli.

AGENDA APPROVAL:

An addition was made to the agenda, to add rescheduling of May and November Township Board meeting dates, to Unfinished Business.

MOTION: **Motion** by Doug Stiles to approved the agenda as amended, **second** by Jerry Lentz.
Motion approved.

REGULAR MEETING MINUTES APPROVAL:

MOTION: **Motion** by Sheri Manning to approve the meeting minutes of March 13, 2013 as presented, **second** by Jim Manning. **Motion approved.**

PRESENTATION/APPROVAL OF BILLS:

MOTION: **Motion** by Sandra Rickli to approve bills in the amount of \$31,839.07, **second** by Jim Manning. **Motion approved.**

CORRESPONDENCE/ANNOUNCEMENTS:

Clerk Rickli shared many upcoming educational opportunities for the board to attend; mostly offered through MTA. Michigan Association of Municipal Clerks is holding their annual conference in Frankenmuth June 18-21 that the Clerk hopes to attend. Greg Milliken, AICP, Planning Director for Oshtemo Township and Planner and Zoning Administrator for Kalamazoo Township, is hosting a workshop entitled, "Planning and Zoning Essentials" on Tuesday, April 30, 2013 from 5:00 – 9:00 p.m. at the Oshtemo Township Hall for board members, PC members, or ZBA members to attend. Please let the Clerk know prior to April 19th in order to secure the early rate.

REPORTS:

Commissioner: Dick Godfrey presented his report.

Sheriff's Department: Deputy Wilton reported receiving 78 calls for service for the month of March.

Road Commission: Al Svilpe in attendance. There are 4 projects awaiting price quotes for Almena. There has been discussion about 30th St., which runs from M-43 South to Red Arrow going into Antwerp Township. Barry Antilla has met with Antwerp and Almena, discussion has been about 30th St., which needs widening, re-ditching, tree removal. The crews are out daily working on pot hole repairs. The point system road evaluations should be done soon, Al will let Doug know.

LIMITED PUBLIC COMMENT:

Joe Vyverman, 23rd St. would like to file a blight complaint. His wife will come in Friday to fill out the paperwork.

REPORTS:

Treasurer: Sheri Manning presented her monthly report, which is as follows: Delinquent Personal Property Tax letters have been sent out to five (5) businesses. Championship Construction is again on the list, Sheri will contact the Attorney to begin legal action to begin the process of seizing property again.

Website update: Sheri reported that the domain name is owned by us, as was questioned previously. The Planning Commission page is accurate. Noticing has changed; notices are now required to be placed on Township websites if townships have them.

Trustee: Bill Van Tassel shared a report from the Paw Paw Fire Dept.; the cost to Almena for 2013 annual operating budget, Almena portion, and due in July is \$31,254. Capital expenditures for vehicles and equipment will be billed in August.

Planning Commission: Mark Roman reported that at the April meeting, the PC reviewed and recommended final approval to the board of the Site Plan Review presented by Steve and Sheri Manning. This will be before the board for their final decision at the May regular board meeting. In lieu of the previous land split decision, there will be a public hearing on May 13, 2013 to amend Site Plan Review Procedures, Section 1, Article XXII, Section 22.02A and Section 1, Article XXII, Section 22.02D. Chris Khorey of McKenna Assoc. will prepare the public hearing notice and forward to the Clerk for publication.

Election of officers was also done in April, Ron Marvin was elected Chair (same), Matt Moulds was elected Vice-Chair (same), and Mark Roman will also continue on as PC Secretary.

Parks and Recreation: It was again questioned if the survey has been completed; Doug will call to check the status.

Attorney: Gary Stewart reported that the Whiskey Run property has defaulted; they are waiting for a judgment. Blight enforcement was questioned, Bill Henderson will be asked and a report will be given to the board.

Supervisor: Doug Stiles reported that the road committee needs to set a meeting date. He will call the committee members to set it up. The committee will be Doug, Bill Van Tassel, Jim Manning, and Dave Sager.

NEW BUSINESS

1. Approval for Matt Moulds on the PC until 2016 (3 year term):

MOTION: **Motion** by Doug Stiles to approve the renewal of the three year term of Matt Moulds on the PC until 4/2016, **second** by Mark Roman. **Motion passed.**

2. McKenna Associates contract: The board has received an addendum to the contract for Commercial and/or Industrial Site Plans. Ben Brousseau will do lot splits, Bill Henderson will be the Zoning Administrator for permits and blight issues, McKenna will do Site Plan Reviews and ZBA variance reviews.

MOTION: **Motion** by Mark Roman to accept the addendum to the agreement from McKenna Associates, **second** by Jim Manning. **Motion passed.**

3. Workers Comp claim to be discussed:

Sandra reported that on April 10, 2013 Jan Quearry, Deputy, had an accident in the parking lot of the township hall, slipping on the ice and landing on her head, she went to

the ER for an evaluation and they did a CT scan to detect any issues. The results were negative. A Workman's Comp claim has been filed. Lantz Excavating, who currently does our parking lot maintenance; snow plowing and salting, was contacted regarding pricing for when the parking lot has ice. The pricing for the entire lot to be salted would be \$55, and \$25 more for the curb area. It was questioned if, next winter, Lantz could check the parking lot M-W-F and salt the lot and curb area, if requested, to avoid any injuries. It was the consensus of the board to maintain the parking lot for the safety of the community. This will be revisited next winter.

UNFINISHED BUSINESS:

1. Discussion of Secretary position for the PC and ZBA:
Sandra and Sheri shared that seven (7) resumes were received for the position of secretary to the PC and ZBA, of those, four (4) were selected to interview. Mark Roman, Sheri Manning and Sandra Rickli conducted the interviews and have selected Colleen Draves to recommend to the board for the position of PC and ZBA.
MOTION: **Motion** by Jim Manning to hire Colleen Draves for the vacant secretarial position for the PC and ZBA, **second** by Bill Van Tassel. **Motion passed.**
2. Township Board May and November meeting date changes requested:
The Treasurer requested that we change the May meeting date as she has a conference to attend on that date, which was previously changed from May 8th to May 15th due to the election. It was the consensus of the board to change the May board meeting date to THURSDAY May 16, the 7:00 pm time to remain the same.
Jim Manning and Bill Van Tassel requested a change to the November meeting date. It was the consensus of the board to change the meeting date to TUESDAY November 12 (from November 13), the 7:00 pm time to remain the same.

OPEN PUBLIC COMMENTS: Were offered.

ADJOURNMENT:

MOTION: **Motion** by Jim Manning to adjourn the meeting, **second** by Jerry Lentz. **Motion passed.** The meeting adjourned at 8:05 p.m.

ALMENA TOWNSHIP

Sandra B. Rickli
Almena Township Clerk

cc: Township Board (7)
Planning Commission (8)
ZBA (5)
Attorney Kelly Page
Attorney Gary Stewart