

Banks Township Board Meeting Monday, May 18, 2020

This meeting was conducted via Zoom per Governor Whitmer's executive orders during the COVID-19 (Coronavirus) Pandemic.

1. The meeting was called to order at 6:00 P.M. by Supervisor Thomas Mann. Present were Supervisor Mann, Clerk Donna Heeres, Treasurer Katy Postmus, Trustee Tom Cooper and Trustee David Rasmussen. Also present: Erin Heeres, Phil & Laura Edwards, Candace Hoeksema, Julie Waterman, Julie Chellis, Cathy Heeres Russell, Alex Busman, Jarris Rubingh and David Muladore. Supervisor Mann led the Pledge of Allegiance and gave the Invocation.
2. Agenda Additions were announced.
3. Public Comment: Laura Edwards thanked the Board for posting the agenda online. She announced a public hearing will be held by the Antrim County Road Commission on May 19, at 10:30 am, via Zoom for the purpose of hearing comments on proposed improvements to an unnamed seasonal road that crosses Church Road in Section 17 of Banks Township. Laura stated that she is opposed to these improvements.
4. Minutes: The minutes of the April 20, 2020, regular Board Meeting were presented. MOTION was made by Mann, seconded by Cooper, to approve the minutes as presented. MOTION CARRIED.
5. Treasurer's Report: The Treasurer presented Report of incomes and balances. She also reported the delinquent 2019 tax payments have been received. General Fund Balance: \$23,373.03; Fire Fund Balance: \$155,431.31; Liquor Fund: \$1003.41; Roads Fund: \$202,223.55; Vehicle Fund: \$107,081.63. Grand Total: \$889,112.93. Bills represented by the attached list were reviewed for approval for payment. MOTION by Rasmussen, seconded by Cooper, to pay the bills as presented. MOTION CARRIED.
6. Park: Trustee Rasmussen announced that the contractor has indicated he will make repairs to the park's eroded areas this week.
7. Zoning Administrator Report: David Muladore reported he has been busy with issuing permits: a storage barn on Skyline Drive, approval of outdoors sales at Atwood Hardware was renewed, an addition to a home on Antrim Drive, lots of porches, decks, etc. An application for conversion of a garage second story storage area into living space for personal use and a short-term rental use was denied. Lots of blight complaints are being followed up on and tickets will soon be issued for these properties. Request for a special approve for a storage unit was withdrawn. He has 2 site visits scheduled for tomorrow and expects to issue zoning permits at those visits.
8. Planning Commission: Trustee Cooper reported on the PC meeting held May 12 via Zoom. It was a short meeting with rescheduling of a Public Hearing on a text amendment application related to the motocross track set for June 9. A local business inquired regarding need for permits for a disk golf facility.
9. Correspondence: Clerk reported receipt of: letter from Antrim County Emergency Management Office and the Antrim Promise program that is designed to help local small businesses find sources of help for them during this pandemic; Sheriff's newsletter and report of 911 calls (down to 53 in April); Antrim County COVID-19 Newsletters were shared including an announcement of drive thru testing for COVID-19 that is available at the Bellaire Family Health Center & availability of PPE for small businesses through the Emergency Management Office; Notice from EGLE for property on Timberlane Drive for shoreline protection; Notice from MDOT of resurfacing on US 31 north of Eastport to

Richardson Road in Banks Township to begin May 11 and from Richardson Road to Charlevoix to begin in July; Presidential Primary Reimbursement has been applied for in the amount of \$3280.25; letter from Phil & Laura Edwards dated April 14 stating appreciation for the board's service; letter & pictures from Brad & Julie Waterman dated May 11 describing the blight situation across from their home on Coeling Road and their mounting frustrations; update on encroachment of elementary school "bus loop" on property owned by the Village and/or Banks Township: attorney has communicated with CSX Railway and progress is being made; Lake Level monitoring stations on the Chain of Lakes was shared. This is part of a study by the Army Corps of Engineers to determine remedies for the frequent flooding of properties along the Upper Chain of Lakes. Letter outlining MTA training opportunities available online with subscription was shared; We have until July 1 to take training for free and will need to subscribe if the Board/PC finds future online training helpful.

10. Farmers' Market: Julie Waterman reported the farmers' market is not allowed to open until running water and bathroom facilities are available for vendors and customers.

Therefore, when the township hall and/or the Front Porch are available, the market can open.

11. May 5, 2020, School Election: A total of 500 ballots were issued to voters, 483 were mailed out, 17 people presented at the polls to vote and were issued absentee voter ballots on Election Day. Due to a court case that was decided the Friday before the election, ballots that were received by mail by May 7, with a postmark of May 5 or earlier, were added to our count. This put our total counted ballots at 346. The Sheriff's Department provided disinfecting "fog" service to the lower level of the Township Hall on May 7 at no charge to the township.

12. Township Hall Lockout: MOTION by Postmus, seconded by Rasmussen to extend the closure of the Township Hall for social gatherings until June 16, based on the Governor's order extending the Stay at Home Orders to May 28 and possibly longer. MOTION CARRIED. Discussed need for disinfecting the building following rentals to protect those workers who use the building and future renters.

13. Banks Township Historical Society Building: The ceilings and lighting is complete. The front steps have been worked on to remove the adhesive to allow for painting of the steps. Chemicals and grinding have been unsuccessful. The contractor offered an alternative of installing vinyl decking on the steps with pressure treated wood on the sides and faces of the steps. The cost for this is an additional \$750. Discussion was held. MOTION by Postmus, seconded by Mann to approve the change order at a cost of \$750 additional. MOTION CARRIED. 4 Yeas, 0 Nays, Heeres Abstained.

14. Newsletter: Mailed by KCI approximately May 1.

15. FOIA Policy: Updated FOIA Policy as developed by Township Legal Counsel Bryan Graham was presented. MOTION by Postmus, seconded by Cooper, to adopt the updated FOIA Policy, effective immediately. ROLL CALL VOTE: Heeres: Yes; Postmus: Yes; Mann: Yes; Cooper: Yes; Rasmussen: Yes. MOTION CARRIED.

16. Roads Contracts: Contracts for improvements to Church Road and Lore Road were received from the Antrim County Road Commission. Church Road crack fill, chip seal and fog seal Atwood Road to Essex Road approximately 14,800 ft, at cost of \$84,000, deposit of \$42,000. Church Road approach north of Atwood Road paving 28 ft wide and 20 feet long with two inches of hot mix asphalt and gravel shoulders at cost of \$2500, no deposit necessary. Lore Road improvements from end of existing pavement north & west to seasonal section, approximately 1900 ft, at a cost of \$98,000, deposit of \$49,000. MOTION by Cooper, seconded by Postmus, to approve the contracts with the ACRC and authorize the Supervisor to sign them. MOTION CARRIED.

17. Assessor Contract: Contract for assessing services with AD Assessing expired May 1. New contract is offered at \$20,600 with 2% increases per year for three years total. Additionally, Amy Jenema, as an employee of the township, provides Board of Review services for \$600 annual compensation. MOTION by Rasmussen, seconded by Heeres, to renew the contract with AD Assessing for 3 years as described above. MOTION CARRIED.
18. Emergency Preparedness: Office of Emergency Management of Antrim County has contacted the Township to prepare a plan for reopening of the Township. The EM will contact the Township Officials this week to begin completion of this plan.
19. IT support: Clerk reports that Mission Computers/Cory Hoeksema has moved from the area and will provide remote support for our Core Support Program and computers until the contract expires, approximately end of 2020. We will need to find another person or firm to provide these services after that.
20. Audit: Auditors from Baird, Cotter & Bishop were here last week and completed the Township's audit. Report is expected in next couple of weeks.
21. Fire Department: The semi-annual report was reviewed. Total of 20 fire & misc runs and 64 rescue runs from November 1, 2019, through April 30, 2020. The Officers pay was prorated to date. Beginning May 1, 2020, the fire/rescue personnel reimbursements will be submitted monthly to the township and will include individual personnel, and which runs they participated in. Payroll will be processed in the township office with checks issued to the individuals instead of the Firemen's Association. This change was required by the auditors. Atwood Fire Hall paving proposals were presented. Three proposals were received (Rieth Riley, Elmer's and Swanson K&D). MOTION by Rasmussen, seconded by Heeres, to award the bid to Swanson K&D for a total of \$8400 for 3" pavement plus widening of a small portion of the driveway on the south end of the driveway. MOTION CARRIED.
22. Cemeteries: Discussion on paving the north driveway in conjunction with the Atwood Fire Hall project. Clerk will try to get a proposal from Swanson K&D for this work. Discussion on signs, fences, engraved boulders for three cemeteries. A couple of markers have crumbled at Antrim City Cemetery and the Catholic Cemetery. Clerk has contacted Carter Cemetery Preservation regarding their availability to provide services to us this summer. They are available in late August if the Board wishes to allocate funds for some work. Discussion was held and decision made to table for June meeting when budget numbers could be evaluated. Tree Planting Grant through DTE Energy Foundation and the DNR was reviewed. Permission was granted for application for funds through this grant if we qualify.
23. Township Hall drop box: Discussion on need for a drop box outside of hall for ballots, water bills, etc.
24. Memorial Day Services: No public services will be held at the Banks Township Cemeteries this year due to the COVID-19 Pandemic restrictions.
25. Board Comment: Trustee Cooper noted the "brand new road" US 31 from Eastport to Richardson Road is very bumpy. Hopefully, this is just the first course of pavement.
26. Public Comment: There was none.
27. The meeting was adjourned at 7:36 PM.

Respectfully submitted,

Donna L. Heeres
Banks Township Clerk