

BRILEY TOWNSHIP
MINUTES OF JANUARY 20, 2014

PRESENT: Michael Wurtsmith, Supervisor; Anna Rogers, Clerk; Bonnie Valentine-Flynn, Treasurer; Bruno Wojcik, Trustee; John Zollars, Trustee (6:40 p.m.)

GUESTS: Jeff Schaible, Mary Jo Whitmire, Gordon Green, Yvonne Swagger, Nancy Kaiser, Kevin Carigon, Susan Reed, Barry Braun, Klaus Heinert, Betty Whitmire, Ken Werner

- I. Call to order, Pledge of Allegiance: Meeting called to order at 6:00 p.m., Pledge of Allegiance recited.
- II. Roll Call: Four members present, quorum established.
- III. Approval of Agenda: **Motion to accept** agenda with addition of Assessing, Airport Annual Minutes and Volunteer Applications by Bonnie Valentine-Flynn, **second by** Bruno Wojcik. **Motion carried, 4-0.**
- IV. Consent Agenda: The minutes of 12/16/14 were approved as presented and Special Minutes of 01/08/14 with addition of “township” under #2 ice skates by **motion of** Bonnie Valentine-Flynn, **second by** Bruno Wojcik. **Motion carried, 4-0.** The 01/15/14 Special Minutes were tabled. The correspondence was accepted as presented by **motion of** Bonnie Valentine-Flynn, **second by** Anna Rogers. **Motion carried, 4-0.**
- V. Finance Report:
 - A. Treasurer Financial Report of 12/31/13: Treasurer Valentine-Flynn provided the board with the financial report of 12/31/13. The quarterly Investment Report for 09/30/13 – 12/31/13 was reviewed. Clerk Rogers will provide the Board with the Income Statements at future board meetings.
 - B. Accounts Payable: A.P. in the amount of \$20,838.97 was presented by Clerk Rogers for the period of 12/16-01/20/14. **Motion by** Bonnie Valentine-Flynn, **second by** Bruno Wojcik to approve Accounts Payable in the amount of \$20,838.97. Roll call: Yes: Valentine-Flynn, Wurtsmith, Wojcik, Rogers. **Motion carried, 4-0.**
- VI. Public Comments: No requests made.
- VII. Employee/Community Reports:
 - A. Public Works: Employees not present.
 - B. Zoning Administrator/Enforcement Officer Report: Barry Braun updated the Board on his activities to date. It was reiterated that the township responds to blight complaints but does not seek out potential cases. Forms are available to submit a complaint for investigation through the township office.
 - C. Montmorency County Road Commission: Ken Werner will request information once more on the Airport Road Project.
 - D. Montmorency County Sheriff Department: Deputy Schaible had nothing to report (entered at 6:55 p.m.)

- E. Tri-Twp. E.M.S.: Not present.
- F. Planning Commission: Chairperson Gordon Green presented the Planning Commission Annual Report for 2013. **Motion by** Anna Rogers, **second by** Bruno Wojcik to accept the 2013 Annual Report as presented. **Motion carried, 4-0.**

VIII. Old Business:

- A. Briley Township Park Grants: Klaus Heinert of Gosling Czubak presented an overview of the grant applications to date. Discussions on the new grant application and if the stage should be within the project. A Public Hearing must be publicized in March 2014 to allow the public an opportunity to comment. The stage portion could become part of the Passport Grant Application at a projected cost of \$60,000 plus \$5,000 match.

The waterfront revitalization plan's preliminary engineering has been completed. Additional parking must be identified with a possible lease to the South of the former Michigan Works office. (Gordon Green, Ken Werner, John Zollars and Kevin Carigon entered at 6:40 p.m.).

Klaus informed the Board that the grants are due in April and a Board Resolution must be passed before then. The engineering is about 50% complete and the township will be reimbursed about \$10,288 from the Parks Fund to the General Fund for those expenditures.

Additional costs to the township are engineering at \$400-\$500 for the Waterways Grant, application expenses at \$1500-\$2000 total for all three grants. The Great Lakes Energy application that Klaus completed was not the right forum; a Touchstone Grant will be completed at no cost to the township with portions of the application referred to the Parks Committee for data collection purposes. **Motion by** Bonnie Valentine-Flynn, **second by** Bruno Wojcik to reapply for the Trust Fund grant, removing the stage portion, and a new application to be submitted to the Recreation Passport Fund for the stage and Waterways Grant application for the boat launch. **Motion carried, 5-0.** Yvonne Swagger entered at 7:10 p.m.

- B. Up North Trails Collaborative Resolution: Clerk presented the requested resolution for Board review. The invoice was approved within A.P. previously in the meeting.
- C. Briley Township Website, E-mail Accounts: Clerk Rogers reported that the new website and e-mail accounts are fully operational at brileytownship.com. Previous board action was to disable the Yahoo.com accounts when conversion completed. Treasurer expressed concern over the potential loss of data and Planning Commission requested an e-mail account to be created as well. **Motion by** John Zollars, **second by** Anna Rogers to have IT personnel download the Yahoo.com information to a thumb drive, deactivate the account with creation of an automatic notification with new contact information and creation of a Planning Commission e-mail address. **Motion carried, 4-1 (Valentine-Flynn no).**
- D. Airport Improvement Plan and Annual Minutes: Proposed changes to page nine of the document referencing e-invoicing, page 27 changes to advisory circulars. **Motion by** Bonnie Valentine-Flynn, **second by** Anna Rogers to approve the AIP revisions. **Motion carried, 5-0.** The Annual Airport Minutes were presented for review. **Motion by** Bonnie Valentine-Flynn, **second by** John Zollars to approve the Annual Airport Minutes as presented. **Motion carried, 5-0.**

- E. Assessing: Supervisor provided a summary of issues. The County Equalization Director filed Form 154 pertaining to valuations of Delta Oil property. The STC ruled in favor of the County and Delta Oil is appealing that decision. The County has requested that the Township submit a letter of approval at no cost to the township to fight the appeal. Vienna Township is in the process of seeking legal opinion on this matter, no action taken.

Supervisor Wurtsmith reported that Assessor Dunham has completed all reviews of flat values and building permits as stipulated by the STC. Supervisor believes that all conditions have been met. Recess called at 7:35 p.m., reconvened at 7:50 p.m.

IX. New Business:

- A. Copier Proposals: Proposals were received from a number of vendors in addition to the current company. Comparisons indicate that a Savin color copier, C3333spf would be more cost effective and provide a better quality product than the existing copier lease. In addition, a trade in value for the old copier will be given. **Motion by Bonnie Valentine-Flynn, second by Anna Rogers** to authorize Clerk Rogers to execute the lease agreement to Dunn's Business Solutions for the Savin C3333spf copier. **Roll call: Ayes: Zollars, Wojcik, Valentine-Flynn, Wurtsmith, Rogers. Nays: None. Motion carried, 5-0.**
- B. Sno Drift Rally Request: Request received from individual to have the VFW food wagon at Davis Park to sell refreshments during the Sno Drift Rally. **Motion by Bonnie Valentine-Flynn, second by Bruno Wojcik** to allow the sale of products during the Sno Drift Rally at the cost of \$1.00 with a copy of the Food License to be furnished to the township. **Motion carried, 5-0.**
- C. Miss Digg: Clerk Rogers reported that all communication from Miss Digg will now be received electronically. Accounts have been created and provided to the Water Department.
- D. Volunteer Applications: Applications were received for Tracy Omron, Eric Omron and Jacob Reed with pre-screening completed by Clerk Rogers. **Motion by Anna Rogers, second by John Zollars** to grant volunteer status as stated above. **Motion carried, 5-0.** Discussion on existing Parks and Recreation Committee Members: Bonnie Valentine-Flynn, Mary Jo Whitmire, Bruno Wojcik, Mary Freeman, Susan Reed, Nancy Kaiser, Anna Rogers, Betty Whitmire. Pending applications: Vicki Roe-Etheridge, Tim Etheridge, and Linda Ferguson. **Motion by Bonnie Valentine-Flynn** to approve Parks and Recreation Committee Members as stated, pending pre-screening requirements, **second by Bruno Wojcik. Motion carried, 5-0.** The Parks and Recreation Committee have set the meeting dates for the 3rd Thursday of each month at 6:00 p.m.

- X. Public Comments: Kevin Carigon commented on the Parks and Recreation Committee structure.

XI. Board Reports:

- A. Supervisor: Recommends the appointment of Vicki Roe-Etheridge and Phil LaMore to the Briley Township Planning Commission. **Motion by Bonnie Valentine-Flynn, second by Anna Rogers** to appoint Vicki Roe-Etheridge to the Planning Commission, pending pre-screening requirements. **Motion carried, 5-0. Motion by Anna Rogers, second by John Zollars** to appoint Phil LaMore to the Briley Township Planning Commission, pending pre-screening requirements. **Motion carried, 4-1 (Valentine-Flynn no).** The existing Planning Commission members are Gordon Green, Nancy Kaiser, Mary Freeman, Rob Roby and Bruno Wojcik.

Discussion on the ski area road. Mike met with Mr. Offerman who presented a verbal lease proposal at \$100 per month. Possibility of obtaining quote from County Road Commission on new road construction for access and road millage funds could be utilized. No action taken.

- B. Clerk Rogers: Reminder that the next budget meeting date must be set. Date set for 02/12/13 at 1:00 p.m.
- C. Treasurer Valentine-Flynn: Nothing at this time.
- D. Trustee Zollars: Attended the Fire Board Meeting, building construction is progressing.
- E. Trustee Wojcik: Nothing at this time.

XII. Adjournment: Meeting adjourned at 8:40 p.m.

Minutes compiled by,

Anna M. Rogers
Briley Township Clerk