

**Town Board Meeting  
May 2, 2018, 9:00 am  
Special Township Board  
Meeting Minutes**

1. **Call to Order** by Manigold at 9:03 a.m.
2. **Pledge**
3. **Roll Call** Present: Manigold, Bickle, Achorn, Westphal, Wahl, Wunsch, Sanger  
*Also present: Gordon Hayward, Planning Assistant; Christina Deeren, Zoning Administrator; Jennifer Hodges of GFA, Nancy Heller, Monnie Peters, Kathy Egan and John Sych of Networks Northwest*

**Manigold** gave update on the status of the fire truck. A report from Chief Gilstroff indicated an estimate for damages during the emergency service fire call on Walkalut Dr., in the range of \$3,000 (to make it safe)-\$25,000 (to make it safe and look undamaged). Gilstroff was encouraging the Board to go after the insurance company of the property owner for the damages to the truck.

**Bickle:** The \$3,000 is just for the repairs to make the truck safe for use. The vehicle still has a few years of use left. Feels the \$3,000.00 repair is justified.

Motion by **Wunsch** to accept the bid on repairs for the damaged fire truck, seconded by **Bickle**. **Passed Unam**

4. **Approve Agenda**

Moved by **Wunsch** to approve the agenda as presented, seconded by **Bickle**. **Passed Unam**

5. **Conflict of Interest** None

6. **Business**

A. **Approve Poverty Guidelines Resolution relating to tax exemption under Public Act 390, 1994 (MCL211.7u) – Akerley**

**Manigold:** Stated Sally had an emergency and would not be in the office until 9:30 am so any questions regarding this information could be asked once she arrived. This is a required document for public view.

**Westphal:** This is state standard. Sally is just trying to make sure she is compliant with the standards set by the State.

**Bickle:** Explains exemptions filed through MCL Law are required to have an approved petition on record. This specific clause is standard, we are just saying “yes” we need to approve this.

Motion to adopt the Poverty Guidelines Resolution relating to tax exemption under Public Act 390, 1994 (MCL211.7u) by **Bickle**, seconded by **Wahl**.

Roll Call: Bickle – Yes, Wunsch – Yes, Sanger – Yes, Achorn – Yes, Wahl, - Yes,  
Westphal – Yes.

**Passed Unam**

## **B. Discuss contractual possibilities for planning assistance**

**Manigold:** Introduced Kathy Egan and John Sych of Networks Northwest.

John and Kathy gave a presentation on the functions and design of Networks Northwest. Went through the various services that they are able to provide and gave examples of the leadership and guidance that they can provide as a professional service. John is a Community Planer for Networks for Northwest. Each gave history of back ground experiences. Explained the various support services that they provide for many communities. Presentation of handouts. They are a Public Agency serving a ten county area build capacity in the workforce. They operate “Michigan Works” in the Northern Michigan Region. Their mission is in helping get people employed, as well as helping small businesses develop programs to help secure federal contracts and exporting. A smaller part of Networks Northwest involves serving local governments, cities, villages and towns by helping communities develop and address issues through master plans, recreation plans, transportation plans and planning and zoning services. They are funded through various funding sources, project specific grants, and fee for service situations.

Open discussion between Board members and John and Kathy of Networks Northwest regarding the current need of services for the Planning and Zoning Departments.

**Manigold:** Also asked Jennifer of GFA to explain some additional services that GFA can also provide to the Township in terms of planning.

**Hodges:** Presented a visual presentation on the three dimensional computerized landscape designs that can be created by GFA, along with drone fly-overs and engineering support services, including specialty services by specific engineers.

Open discussion between Board members and Jennifer Hodges of GFA followed.

**C. Discuss fee schedule and escrow accounts**

Deeren: Presented the escrow language. The only addition was the section that was highlighted adding in the request for being able to place a cease and desist for any property owner that is deficient in their escrow accounts. The remaining was approved by the PC, this has also been approved by Attorney Meihn. Gordon provided the checklist that is accompanying the escrow language.

**Manigold:** We are looking to schedule a public hearing. Requested any Board member to make changes to the language now.

**Westphal:** Put in the packet all of the changes that have occurred. Greg has given approval of the language. This will replace the previous escrow language. She questioned how the cost was determined in the fee structure.

Hayward: We did not spend a lot of time calculating staff cost; the handout just outlines the money trail as it goes into the escrow accounts.

Board went through information and gave direction on what they thought needed to be added and changed in terms of information for transparency purposes.

Moved by **Wunsch** to approve Amendment 196, Section 4.3 Escrow as presented in Public Hearing, seconded by **Westphal**. **Passed Unam**

**D. Extend contract for Gordon Hayward as temporary acting planning assistant**

**Manigold:** Discussed the duties that Hayward is helping to achieve. Requested that the Board extend his agreement until a replacement for Planner can be hired, after which, his position in the Township will change.

Motion by **Wahl** to renew Haywards contract for two more pay periods, seconded by **Bickle**. **Passed Unam**

**Manigold:** Informed the Board that the clerk has provided the resumes the open positions in the Township.

**Westphal:** Described the language of the advertisements that were published. Interviews could begin in the following weeks.

**Sanger:** Suggests to the Board that Networks Northwest should help the Township identify the issues surrounding the planning department and help engage in the search for a suitable Planner, as past employees have not stayed in the position for long terms.

An open discussion in hiring Networks Northwest to come into the Township to conduct interviews of the personal in order to determine the needs within the Township followed. It was stated during the discussion that this might help the Board determine exactly what they are looking for in a Planner.

**Westphal** will draft a request for proposal and scope of services for contractual agreement with Networks Northwest to perform this function.

Board will meet again on May 8, 2018 at 7:30 am.

8. **Adjournment:** 11:15 am