

Agenda

Billings Township Board

Meeting Monday May 10, 2024

7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments (Agenda Items only 3 minutes Comments only)
5. Approval of Agenda
6. Approval of Minutes (Y)
7. Approval of Bills to be Paid. (Pay Roll Y)
8. Treasurer's Report (Y)
9. Correspondences (Y)
10. Department reports:
 - A) Fire Department (Y)
 - B) *WWTP (Y)
 - C) Constable (Y)
 - D) *DPW (N)
 - E) * OEO (Y)
11. Committee reports:
 - A) Park & Recreation (N)
 - B) Road Committee (N)
12. Guest Speakers: (set for their arrival)
 - A) Tami O'Donnell, District 3 Gladwin County Commissioner
 - B) FLTF/WLIB (when available)
13. Old Business:
 - A) Road Ends (reviewing information)
 - B) Trash Contract update.
 - C) WIFI building update.
 - D) The Park Committee proposed compensation.
 - E) Pudlow Subdivision Privet Road Assessment June Meeting
14. New Business:
 - A) County Drain Commission LeClear Drain
 - B) Fire Dept. Request
 - C) KCI Summer Tax mailing
 - D)
 - E)

- 15. Public Comment (Open to any topic 3 minutes comments only)
- 16. Board Comments
- 17. Adjournment

(over)

- *COLG: (Council of Local Government)
- *WWTP: Wastewater Treatment Plant
- *DPW: Department of Public Works
- *APM: Advanced Pest Management
- *MDARD: Michigan Department of Agriculture and Rural Development
- *OEO: Ordnance Enforcement Officer
- *CMDHD Central Michigan District Health Department
- * GCRC Gladwin County Road Commission
- * BTRC Billings Township Road Community
- * (Y) Yes turned in
- * (N) Not turned in
- * (X) nothing to report

Supervisor Agenda 05/13,2024 posted 05/10/2024 11:00 am

**BILLINGS TOWNSHIP
REGULAR BOARD MEETING MINUTES
April 8, 2024**

Call to Order: Supervisor Tim Mester called the meeting to order at 7:01 P.M.

Pledge of Allegiance: Pledge of Allegiance led by Tim Mester

Members Present Per Roll Call: Brian Johnson, Cindy Whittington, Linda McSweyn, Tim Mester, and Len Pytlak.

Public Comments: No public comments.

Approval of Agenda: Tim Mester made a motion to approve the agenda with amendments, 2nd by Len Pytlak. Motion approved.

Approval of the Minutes: Len Pytlak made a motion to accept the March 11, 2024, Board Meeting minutes as presented, 2nd by Tim Mester. Motion carried. March 28, 2024, Billings Township Special Board Meeting Minutes and March 28, 2024, Billings Township Special Board Meeting Minutes to Amend the 2023-2024 Budget and correct to Approve (not extend) the 2024-2025 Budget. Len Pytlak made a motion to accept the amended minutes, 2nd by Cindy Whittington. Roll Call: Tim Mester – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Brian Johnson – Yes, Linda McSweyn – Yes. Motion carried.

Approval of Bills to be Paid: Cindy Whittington motioned to approve the March 2024 payables, 2nd by Brian Johnson. Roll Call: Tim Mester – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Brian Johnson – Yes, Linda McSweyn – Yes. Motion carried.

Treasurer's Report: Len Pytlak indicated he set up two new bank accounts for Road and Mosquito funds. Brian Johnson motioned to accept the Treasurer's Report, 2nd by Linda McSweyn. Roll Call: Tim Mester – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Brian Johnson – Yes, Linda McSweyn – Yes. Motion carried.

Correspondence: Letter from Charter Communications dated March 8, 2024.

Fire Chief's Report: Fire Chief Dale Rottman gave a report for the month of March 2024. Billings Township Fire Department had 28 calls from March 1, 2024, to March 31, 2024. Training for the month of March is Fire Fighter Agility, SCBA Testing. The runs in the **EPR system** are going well and will be going live with the State of Michigan in mid-April. Working with the State of Michigan to get the **radios** that are at Anderson Radio programmed. The **storage barn dedication sign** will be installed and revealed in May. The budget is in and looking good. Dale indicated the Fire Department has **old equipment** that cannot be certified that he would like to donate. There is a Fire Department in Bay County that will take the old equipment to Fire Departments in the UP. Dale indicated they have 6 air packs, 10 air bottles, a Jaw ram, a cutter and a power unit that still runs that he would like to donate to someone that can use it, with approval of the board. Dale will keep an inventory and keep the board posted.

Billings Township Board Meeting Minutes (cont.)

April 8, 2024

Page 2

WWTP REPORT: Andy Gwizdala, Plant Manager, reported on behalf of Infrastructure Alternatives covering the operations, maintenance, and management of Billings Township Wastewater Treatment Facility, along with the collection system. **WWTP REPORT:** This Monthly Operating Reports covers **March 2024**. The wastewater treatment plant performed well during **March** with no monthly NPDES Permit violations. 2.25 million gallons of wastewater were discharged from the wastewater treatment plant and was given full treatment during **March 2024**. The average daily flow during discharge from the wastewater treatment was 72,580 gallons. The maximum daily flow was 88,182 gallons. We had one (1) alarm call outs this month.

Constable: Liquor inspections were done at the following businesses with no issues: Eagles #3655, Sandy's Market, Nikki's Family Restaurant, Dollar General and Off the Hook Tavern. Wixom Lake Gas and Launch is inactive.

DPW: No updates. Cindy Whittington mentioned the Little Library box in front of the Township. Tim Mester indicated insurance was in the process of handling that claim.

Zoning Board of Appeals: Nothing to report.

Ordinance Enforcement: Sandy Streeter gave a lengthy typed report on all complaints, letters that were sent, citations issued, complaints on hold, complaints resolved, complaints dismissed, and court dates set. No new complaints, 119 total complaints, 29 open complaints, 97 dismissed complaints, 61 resolved, 5 on hold, 11 total citations issued, 1 pending court case (defendant cannot be found).

Park and Recreation Report: Larry Woodward reported that the Easter Celebration was held 3/23/2024. It was not as well attended due to the bridge construction and weather. 38 kids attended. Spring clean-up has begun. Music in the Park is booked. Mondays in the park is booked. Sue Wolf is planning a partial can drive on June 29, 2024, at the park pavilion from 4-6 p.m. with a band and they are trying to line up a food truck. On 4/12/2024 there will be a food truck and you can register with the church behind Nikki's.

Road Report: No updates.

Commissioners Report: Tami O'Donnell, District 3 Gladwin County Commissioner, discussed the Broadband Equity Access and Development Program (BEAD). It is a \$1.55 billion grant that services a lot of underserved in Gladwin County. Residents can go in and register their address online. Tami posted the information on her Commissioner's Page. Tami will forward the e-mail to Cindy Whittington and Cindy will post it on the Billings Township website. If anyone needs assistance Gladwin County Community Builders will be at Gladwin High School on 4/10/2024 and 4/17/2024 at 6 p.m. to assist anyone that needs help entering their address online. May 29 is the hearing for the Heron Cove Association (HCA) appeal.

Billings Township Board Meeting Minutes (cont.)

April 8, 2024

Page 3

Old Business:

Platted Road Ends – The board had a lengthy discussion regarding platted road ends. Tim Mester asked if the board was interested in abandoning them to adjacent property owners as he has had inquiries from property owners. The Board has decided at this time, to leave as is. Brian Johnson will follow up with Andy Thompson, Attorney, to inquire if we have legal authority over them.

Trash Contract – Brian Johnson contacted and asked for a Request For Proposal from GFL and Republic. Waiting for a reply from Waste Management.

Spectrum - Submitted a planning quote for Wi-Fi oversight. Billings Township was not identified. Only the firehall. Looking for one continuous Wi-Fi. Brian Johnson indicated Midland Computer Solutions offered to install access points over two years ago. Brian will contact Midland Computer Solutions to obtain a proposal for Wi-Fi from them to compare with Spectrum. Tabled at this time.

Maintenance and Development of Billings Township Community Park – Larry Woodard provided a Proposed Compensation Program for board consideration. Billings Township Board had a lengthy discussion regarding compensating volunteers for providing maintenance, development, planning and execution of park related activities. It was determined that volunteers cannot be compensated. Linda McSweyn suggested that the township hire people/contractors to complete work based on park committee recommendations. Jason's duties could also be expanded to include maintenance at the community park. It was further discussed that anyone that wanted compensation to provide maintenance, etc. at the park would need to become a vendor with Workers' Compensation Insurance, Liability Insurance, obtain a Federal ID #, etc. Linda McSweyn made a motion that the Township cannot compensate volunteers, 2nd by Cindy Whittington. Roll Call: Tim Mester – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Brian Johnson – Yes, Linda McSweyn – Yes. Motion carried. Brian Johnson indicated he will contact Andy Thompson, Attorney for clarification. Brian Johnson also indicated that he had received clarification from MTA in the past that unless the township has a policy on receiving bids for services, the township does not have to get bids.

Pudlow Subdivision Special Assessment Bids – Tim received 6 bids. He has written a letter to the township attorney. Andy Thompson, the township attorney, will be putting something together.

Planning Commission Clarification on Short-Term Rentals - Greg Bate, Planning Commission Chair, spoke with Andy Thompson, Attorney and clarified what was wanted. Andy asked if we wanted an amendment to the zoning ordinance or a standalone ordinance. The board had a lot of discussion regarding this. Brian Johnson asked who is going to enforce and how much time and money does the township want to put into this. It was suggested that the board contact other townships to see what they are doing regarding short-term rentals and include long-term rentals. Tim Mester indicated he will reach out to a few townships to obtain this information. Greg suggested the township start off with basic rules, tweak them and figure out enforcement. Tami O'Donnell indicated Gladwin County is not doing anything currently. She indicated they do not have enough staff to enforce. Greg indicated he has the information he needs to go forward.

Accessory Building Heights – Greg and township board discussed dimensional standards in section 4-1 which indicates all other buildings can have a 35' maximum height. Section 6-3 indicates accessory structures cannot be over 18' maximum. Greg proposed that the ordinance be changed. Tim suggested this discussion be continued at another time when have more information.

New Business- Deputy Mandatory Hours and Pay – Cindy Whittington indicated she checked with MTA and Deputy Clerks can be assigned work for pay with a list of duties. Phones need to be answered. Township can set Deputies pay. Will look at it going forward. Need more discussion.

American Tower Contract – Brian Johnson spoke with Rebecca Nelson, and she was supposed to get back with him and she did not.

Board of Review Raise – Linda indicated Board of Review members currently receive \$10/hour. Propose \$18/hour for members and \$20/hour for chair/secretary. They have not had a raise in quite some time.

Cindy made a motion to raise Board of Review members pay to \$18/hour and chair/secretary to \$20/hour, 2nd by Brian Johnson. Roll Call: Tim Mester – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Brian Johnson – Yes, Linda McSweyn – Yes. Motion carried.

Gladwin County Continuation Education Contract – Kerry Ballard from the Education and Training Connection (ETC) submitted an agreement for education services. She would like to provide a GED bootcamp at the Billings Township Hall on Tuesdays and Wednesdays from 1-5 pm beginning Tuesday April 9, 2024. Will be staffed with an instructor to meet with people to get their GED. It will be a year-round program based on participants. Discussion was held regarding a charge for using the township hall. At this time ETC will not be charged to use the hall. If this changes and the board would like to charge a fee to the ETC to use the township hall, Kerry would like to know by July 1, 2024, so they can include the amount in their budget. Tim Mester made a motion to approve the Agreement for Education Services, 2nd by Linda. Roll Call: Tim Mester – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Brian Johnson – Yes, Linda McSweyn – Yes. Motion carried.

Park Purchase of Pallet Forks – Larry indicated he could order them for \$1500. Cindy made a motion to approve the purchase of pallet forks for the new tractor not to exceed \$2,000, 2nd by Brian Johnson. Roll Call: Tim Mester – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Brian Johnson – Yes, Linda McSweyn – Yes. Motion carried.

Fire Department Purchase – Fire Department is requesting approval to purchase all new tires for Engine #14 in the amount of \$2819.56. Brian Johnson made a motion to purchase the tires, 2nd by Cindy Whittington. Roll Call: Tim Mester – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Brian Johnson – Yes, Linda McSweyn – Yes. Motion carried.

Trustee Pay – For clarification, originally a motion was made to only pay trustees if they attend a meeting. The motion should have been the trustees will be paid their base pay whether or not they attend a board meeting. They must attend a special meeting to collect their pay. Linda McSweyn made a motion to pay trustees their base pay whether or not they attend a board meeting, 2nd by Len Pytlak. Roll Call: Tim Mester – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Brian Johnson – Yes, Linda McSweyn – Yes. Motion carried.

Public Comments – None

Board Comments: Linda McSweyn discussed the projects the Clerk's office is working on:

- Working on getting reimbursed \$5000 paid to County from the State for the election.
- Working with Cid regarding training on cemetery plots.
- Continuing to identify taxes that have been billed on invoices and requesting reimbursement from the vendor.
- Suggests each township department work on policy and procedures for their area.
- Copy machine in the Clerk's office needs a new drum and maintenance to ensure optimum performance. Would like this to be approved so the copy machine can be moved to the park for their use. This will be discussed in detail at the next board meeting.

Billings Township Board Meeting Minutes (cont.)

April 8, 2024

Page 5

Adjournment: Tim Mester motioned to adjourn the meeting at 9:10 p.m., 2nd by Len Pytlak. All in favor. Meeting adjourned.

Minutes taken by Carol Ayers, Billings Township Deputy Clerk

Minutes approved at Billings Township Board meeting _____.

DATE

TIMOTHY MESTER, SUPERVISOR

LINDA J. MCSWEYN, CLERK