

LELAND TOWNSHIP BOARD MEETING

Monday, January 9, 2023 – 7:00 p.m.

Leland Township Library, Munnecke Room

203 E. Cedar Street, Leland, MI 49654

MINUTES

PRESENT: Supervisor Susan Och, Clerk Lisa Brookfield, Treasurer Shirley Garthe, Trustee Mariann Kirch.

ABSENT: Trustee Clint Mitchell

GUESTS: 10

CALL TO ORDER: Ms. Och called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

APPROVAL OF AGENDA: Ms. Garthe moved to approve the agenda as presented; supported by Ms. Kirch. Motion carried. (4,0)

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST: None

APPROVAL OF MINUTES

December 12, 2022 (Regular Meeting): Ms. Garthe moved to approve the minutes of December 12, 2022; supported by Ms. Brookfield. Motion carried. (4,0)

PUBLIC COMMENT

Tim Zywicki – He is interested in keeping and maintaining the baseball field at Hancock field. He had 15 kids who played baseball there recently and has 24 kids who are interested in playing in a league. He knows there is grant money available. He is asking the Board to consider keeping and maintaining a baseball field at Hancock.

Steve Mikowski - Mr. Mikowski presented his request to hold a referendum vote on the Leland Township Zoning Ordinance 96-1. This is his 316th request. He also asked the Board to correct a longstanding error denying a 17 ½ inch side yard setback variance.

REPORTS FROM BOARDS AND COMMISSIONS

Fire & Rescue, Chief Dan Besson (absent)

A report is on file at the Leland Township Office.

Planning/Zoning, Tim Cypher

A report is on file at the Leland Township Office. The Planning Commission met on January 4. The Mountain Harbor land use permit was discussed and it was revoked. A draft RFP was reviewed which would authorize the Planning Commission to recommend hiring a contract planner. Mr. Cypher suggested that there should be an interview committee that includes Clint Mitchell. The Planning Commission also discussed limiting the size of a residential dwelling (only covered surfaces, not driveways, etc.) within a parcel. They will have a final draft available in February. Readers should refer to the minutes of January 4, 2023 Planning Commission for additional information. They did not have time to review the Master Plan. Ms. Och stated that she was impressed with the caliber of discussion of that meeting.

A special use application for the old Samaritan's Closet property will be reviewed in February.

There was a total income of \$410.

Harbor, Jeremy Anderson

Deicing equipment is ready. They are working on a dredge permit. The dredging will be done without federal funding. It appears that a lot of dredging will be needed. They will need permission from the landowners to deposit the spoils along the lake's contour. Most residents are in favor of it. Soil samples are needed. Reservations are steady. They will be really busy in July and August, as usual. A question about using the dredger in the mouth of the river was asked. Mr. Anderson replied that it would not be cost effective and a mechanical dredge would need to be used.

Sewer, Steve Patmore

A report is on file at the Leland Township Office.

Flows are down for the year and for the month. The lagoon level is good. They have done a lot of work on the biofilter. Mr. Patmore reviewed some other projects that are being done. He discussed call outs during the month. They are working on the budget. Mr. Patmore has a list for capital improvement that will be prioritized.

Parks & Rec

Ken Hagstrom is back to removing leaves. Julianna Lisuk had no major updates to report. They plan to apply for grants but have to decide on the most important projects. The next meeting is January 11. The Committee needs more members.

County Commission, Kama Ross

Ms. Ross is new to the County Commission. She is the representative for Centerville and Leland, and is on the Parks and Rec Committee and the Solid Waste Committee. She is interested in Provemont Pond, the new Township office and getting a site for recycling.

Assessor – No report

Facilities Keith Ashley

A report was distributed to the Board. There was an article in the newspaper about the Township looking for property to build Township offices. He received 5 calls as a result. The Committee had 8 parcels to look at. 2 parcels seem to be appropriate. He suggested that the Board hold a closed session meeting to discuss the two options. All parcels that were suggested were reviewed by the committee.

TREASURER'S REPORT

Ms. Garthe reported on income and expenses for the last month. It was not a sewer billing month. The revenue sharing check was received. About half of the taxes came in.

ACTION: Ms. Brookfield moved to approve the Treasurer's Report as presented; supported by Ms. Kirch. Motion carried. (4,0)

SUPERVISOR'S REPORT

A written report was submitted to the Board prior to the meeting. It is on file at the Leland Township Office. The Township is involved in budget planning. The property tax administration fee will be discussed in the budget meetings. Ms. Och would like to see budget plans that go 3 years out.

ACTION ITEMS

1. Approval of contract with Jim Tiffany for pre-application services on the seawall.

Jim Tiffany was present by remote and presented pictures of the failing seawall. He showed pictures of the seawall by section. The vertical timber sheets at the south end are failing. Steel rods (tie-backs) go back into the land and have anchors. The seawall is pulling away from some of the tie-backs and loosening their grip on some of the pilings. The worst part is on the south end with the north end looking better. These photos are from 3 years ago. He explained the proposed pre-application services. He suggested this proposal to get the process going. Then they could develop a concept and see how the state reacts to the concept.

Mr. Mitchell had questions which he wrote out. An Individual permit category is what is being proposed. Mr. Tiffany reviewed other similar projects he's done. Such projects sometimes have permit challenges that delay the project.

He would use a geophysical consultant, Golder Associates.

It was asked if the wall could be reinforced temporarily. Tie backs could be added but there isn't anything to connect them to. In doing the support work you might cause the wall to fail.

Ms. Kirch explained her proposal. The wall would be shored up with straps every 8 feet between the posts for 60 feet at the south end. Mr. Tiffany feels the wall is so fragile that the work to do that might cause the wall to fail.

Ms. Brookfield requested that communication about the seawall be forwarded to her so she could get it out to all those involved.

Mr. Tiffany suggested that an on-site meeting be held with EGLE staff. We need to determine what type of material should be used for the wall so a design could be presented to EGLE. He expects it to be a negotiation process with EGLE. Tim Cypher offered that the snow has been pushed toward the seawall which may have contributed to its damage.

There is a main concern for the public to be able to tie up boats to the wall.

Mr. Tiffany's proposal would cost \$4,500.

ACTION: Ms. Brookfield moved to engage Mr. Tiffany for engineering services as outlined in the presented proposal; supported by Ms. Garthe. Motion carried. (4,0)

2. Approval of temporary strapping for Library campus failing seawall.

Mr. Cypher stated that this would have to be permitted by EGLE. He also stated the reasons that a temporary fix would be too risky.

Per the discussion in item #1, Ms. Kirch withdrew her request for item #2.

3. Approval of RFP for planning services.

Mr. Cypher suggested 3 people should be on the interview committee. The interview would be held in early February.

ACTION: Ms. Brookfield moved to approve the RFP as presented for planner services; supported by Ms, Kirch. Motion carried. (4,0)

4. Approval of contract for engineering services from Gosling Czubak Sidewalk phase two, \$25,300.

Ms. Och reviewed what parts of the sidewalk repair are not included in this phase. Ms. Brookfield suggested workshop time for discussion of repair of sidewalks not included in phase two.

ACTION: Ms. Brookfield moved to approve the contract for engineering services from Gosling Czubak for the sidewalks phase two, at \$25,300, and authorize the supervisor to sign the contract; supported by Ms. Garthe. Motion carried. (4,0)

5. R-23-01 Leland Public School Tax Collection

Tax would be collected at \$2.50 a parcel.

ACTION: Ms. Garthe moved to approve R-23-01 Leland Public School Tax Collection; supported by Ms. Kirch.

VOICE ROLL CALL: (not necessarily called in this order)

Supervisor Susan Och:	Yes
Clerk Lisa Brookfield:	Yes
Treasurer Shirley Garthe:	Yes
Trustee Clint Mitchell:	Absent
Trustee Mariann Kirch:	Yes

Motion carried. 4 in favor, 0 opposed

6. R-23-02 Northwest Education Services Tax Collection

ACTION: Ms. Brookfield moved to approve R-23-02 to collect summer taxes from Northwest Education Services Tax Collection; supported by Ms. Garthe.

VOICE ROLL CALL: (not necessarily called in this order)

Supervisor Susan Och:	Yes
Clerk Lisa Brookfield:	Yes
Treasurer Shirley Garthe:	Yes
Trustee Clint Mitchell:	Absent
Trustee Mariann Kirch:	Yes

Motion carried. 4 in favor, 0 opposed

7. R-23-03 Suttons Bay Public School Tax Collection

Tax would be collected at \$2.50 a parcel.

ACTION: Ms. Brookfield moved to approve R-23-03 Suttons Bay Public School Tax Collection; supported by Ms. Kirch.

VOICE ROLL CALL: (not necessarily called in this order)

Supervisor Susan Och:	Yes
Clerk Lisa Brookfield:	Yes

Treasurer Shirley Garthe:	Yes	
Trustee Clint Mitchell:	Absent	
Trustee Mariann Kirch:	Yes	Motion carried. 4 in favor, 0 opposed

8. R-23-04 Leland Township Annual Meeting, March 25, 2023, 10:00 a.m.

Due to school spring break starting on March 25, it was suggested that the meeting be held on March 18. Ms. Brookfield noted that payroll is due that week and there is also a Board meeting that week. There was discussion about which date would attract the most people.

ACTION: Ms. Garthe moved to alter R-23-04 Leland Township Annual Meeting March 25, 2023, 10:00 a.m. to March 18, 2023; supported by Ms. Kirch.

VOICE ROLL CALL: (not necessarily called in this order)

Supervisor Susan Och:	Yes	
Clerk Lisa Brookfield:	No	
Treasurer Shirley Garthe:	Yes	
Trustee Clint Mitchell:	Absent	
Trustee Mariann Kirch:	Yes	Motion carried. 3 in favor, 1 opposed

9. Designate Clerk as the primary contact for the Quickbooks account

ACTION: Ms. Garthe moved to designate the Clerk as the primary contact for the Quickbooks account; supported by Ms. Kirch. Motion carried. (4,0)

OTHER/OLD BUSINESS

1. Sewer Commission Members

There is a need for Sewer Commission members. Candidates need to be sought out. Ms. Och has been mailing out information to people who might be interested.

BILLS AND ACCOUNTS

The bills and accounts lists were distributed to Board members. Ms. Brookfield stated there was nothing unusual for the month.

ACTION: Ms. Brookfield moved for payment of bills from December 12, 2022 to January 9, 2023; supported by Ms. Garthe. Motion carried. (4,0)

CORRESPONDENCE

There was one piece of correspondence about a permit. Mr. Cypher is handling it.

BOARD COMMENT

- Ms. Och encouraged the Board to complete the doodle poll so budget meetings could be scheduled.
- Ms. Garthe asked about the condition of the baseball diamond. Mr. Zywicki anticipates it would cost about \$20,000 - \$25,000 to get it in usable condition.

PUBLIC COMMENT

Steve Mikowski – He was concerned about how the sidewalk sections were chosen for repair. Ms. Och replied that in 2019 the sidewalks were graded on a scale denoting most needing of repair. Mr. Mikowski noted that some sections are used a lot by children and could be a risk of injuries. He was also concerned that the public was not informed of the costs of repair. He also wanted to know the reason for hiring another planner. He suggested that the Township should look at the building by the seawall in another way. He suggested that some of the fill by the seawall be removed and let the land go back to its original river frontage.

Tim Zywicki – He stated that the condition of the grandstand is a huge liability.

ADJOURNMENT

ACTION: Ms. Garthe moved to adjourn the meeting at 8:46 p.m.; supported by Ms. Brookfield. Motion carried. (4,0)

The next meeting is February 13, 2023.

Respectfully Submitted,
Cindy Kacin, Recording Secretary

Date Approved: _____

Susan Och, Leland Township Supervisor

Lisa Brookfield, Township Clerk