

Treasurer's Report reflects
bank account balances

Treasurer's Report

APRIL 2021

| | | | |
|-----------------------------|-------------------------|-----------------|---------------|
| #101 General Fund | General Fund Huntington | \$ 734,541.24 | *** |
| #203 Metro Authority | Huntington Bank | \$ 43,584.66 | |
| #206 Fire Fund | Huntington Bank | \$ 1,059,442.88 | |
| #207 Police | Huntington Bank | \$ 707.83 | |
| #212 Liquor Control Fund | Huntington Bank | *** | |
| #590 Sewer CD Mat May 2018 | Sewer Huntington | \$ 539,980.01 | \$ 3,434.20 |
| #591 Timberlee H20 | Huntington Bank | \$ 381,543.69 | |
| #592 Greilickville H20 | Huntington Bank | \$ 119,740.56 | |
| #594 Marina | Marina Huntington | \$ 540,770.56 | |
| #701 Trust & Agency | Huntington Bank | \$ 1,932.49 | |
| #703 Current Tax | Huntington Bank | \$ 1,685.10 | |
| #815 E. Timberwoods | Huntington Bank | \$ 29,376.61 | -\$ 34,557.71 |
| #816 GSAD Receivable | Savings Huntington | \$ 66,027.27 | -\$ 160.23 |
| #817 SBlue & Old Orch | Huntington Bank | \$ 3,206.34 | -\$ 13,142.16 |
| #818 Old Orchard | Huntington Bank | \$ 4,823.55 | |
| #820 Maintenance E.R. Rds | Huntington Bank | \$ 5,763.11 | |
| #821 Maintenance S.B. Rds | Huntington Bank | \$ 6,464.94 | |
| #861 Bayview Estates Lights | Huntington Bank | \$ 2,186.64 | |

TOTAL \$ 3,541,777.48

| INVESTMENT ACCOUNTS CD'S | PURCHASED AMOUNT | PRIOR MONTH VALUE | CURRENT VALUE | EST MONTHLY INT | PAID INTEREST |
|-------------------------------|------------------|-------------------|---------------|-----------------|---------------|
| #101 Goldman Sachs | \$200,000.00 | | \$ 202,180.00 | \$ 2,180.00 | |
| #101 Beal Bank | \$190,000.00 | | | | |
| #101 FIDELITY GOV MIMKT DAILY | | \$ 10,689.32 | \$ 200,907.13 | \$ 217.81 | \$ 217.81 |
| #206 Federal Farm | \$235,000.00 | | \$ 234,887.20 | -\$ 112.80 | |
| #590 MIMKT | | \$ 5,349.79 | \$ 5,349.93 | \$ 0.14 | \$ 0.14 |
| #590 Ally Bank | \$250,000.00 | | \$ 257,005.00 | \$ 7,005.00 | |
| #590 Morgan Stanley | \$150,000.00 | | \$ 154,147.50 | \$ 4,147.50 | |
| #590 JP Morgan Chase-redeemed | \$250,000.00 | | | | |
| #590 DREYFUS GOVT | \$121,355.93 | | | | |
| BOND INTEREST | | \$ 377,471.11 | \$ 377,480.73 | \$ 9.62 | \$ 9.62 |
| #594 Dreyfus MIMKT | \$ 150,000.00 | | | | |
| #594 Morgan Stanley-redeemed | \$ 250,000.00 | | | | |
| BOND INTEREST | | \$ 407,164.45 | \$ 407,174.83 | \$ 10.38 | \$ 10.38 |

\$1,796,355.93

TOTAL \$ 1,839,132.32

\$ 13,457.65

\$237.95

GRAND TOTAL \$ 5,380,909.80

Connie M. Preston, Clerk

Chris Mikowski
Chris Mikowski, Treasurer

To: Elmwood Township Board

From: Sara Kopriva AICP, Planner/Zoning Administrator

RE: April 2021 Planning and Zoning Report

Land Use Permits:

| | April 2021 | April 2020 | Year to Date 2021 | Year to Date 2020 |
|------------------------|---------------|---------------|----------------------|----------------------|
| Single Family Dwelling | 3 | 0 | 7 | 3 |
| Attached SFD | 0 | 0 | 0 | 0 |
| Accessory Building | 1 | 0 | 7 | 3 |
| AG Building | 0 | 0 | 0 | 0 |
| Residential Addition | 0 | 0 | 0 | 2 |
| Deck | 2 | 0 | 4 | 0 |
| Sign | 0 | 0 | 0 | 0 |
| Commercial | 0 | 0 | 0 | 0 |
| Misc. | 0 | 0 | 1 | 0 |
| Total Permit | 6 | 0 | 19 | 8 |
| Fees Collected | \$529.08 | \$0 | \$1,225.66 | \$471.96 |

Zoning Board of Appeals:

Past Meeting

- March 29, 2021- Front yard setback on W Bay Shore Dr

Future Meeting

- June 2, 2021- Expand a non-conforming structure on S Lakeview

Planning Commission:

Past Meeting

- April 27, 2021- Rural Resort Amendment, TC Whiskey Building, New Waves Development
- May 3, 2021- Short Term Rental Amendment to remove use

Future Meeting

- May 20, 2021- Discovery Pier Planned Development, TC Whiskey Distillery and Tasting Room
- May 26, 2021- Public Hearing on Rural Resort Amendment, Public Hearing on Water Setback Amendment, Public Hearing on New Waves Development
- June 3, 2021- Public Hearing on Short Term Rental Amendment to remove use

Elmwood Township Fire and Rescue Department

Fire Department Monthly Report – April 2021

From: Keith Tampa, Fire Chief
 To: The Township Board of Trustees, Charter Township of Elmwood

Total Calls for the Month:

45

Incident Type Breakdown per the National Fire Incident Reporting System (NFIRS)

| | |
|---|----|
| • Fire Incidents: | 0 |
| • Overpressure Rupture, Explosion, Overheat (no fire): | 0 |
| • Rescue & EMS Incidents: | 34 |
| ○ 33 EMS calls | |
| ○ 1 Motor vehicle accident with injuries | |
| • Hazard Condition (No Fire): | 0 |
| • Service Calls: | 6 |
| ○ 1 Public service | |
| ○ 5 Lift assists | |
| • Good Intent Call: | 3 |
| ○ 1 No incident found on arrival at dispatched address | |
| ○ 2 Authorized controlled burning | |
| • False Alarm/False Calls | 2 |
| ○ 1 Alarm system activation, no fire | |
| ○ 1 Alarm system activation due to malfunction | |
| • Severe Weather | 0 |
| • Overlapping Incident(s) (Non-NFIRS category) | 2 |

Mutual Aid – Given/Received

| <u>Type of Aid</u> | <u>Incidents</u> | <u>Departments</u> |
|--------------------|------------------|--------------------|
| Received: | 0 | - |
| Given: | 0 | - |

EFD had a total of zero (0) requests for automatic and mutual aid. The numbers above represent were aid resulted in more than one department on the same scene. The remainder are “requests” and are documented as Dispatched and cancelled enroute - Auto/Mut. Aid in the NFIRS section.

Response Times (averages)

| <u>Type</u> | <u>Times (hh:mm:ss)</u> | <u>Notes</u> |
|--------------------------------------|-------------------------|--|
| • Alarm Handling (call to dispatch) | 00:00:45 | All calls |
| ○ Alarm Hand. – Adjusted | 00:00:39 | Minus delays (Sheriff or another agency sent earlier. EFD usually requested after the fact.) |
| • Turnout Time (dispatch to enroute) | 00:01:47 | All calls* |

*Mutual aid (given) may increase the turnout time. EFD maintains 2 personnel in the station to staff the ambulance, requiring off duty or paid-on-call to come in for the response or back fill. Mutual aid is provided sooner when more than 2 personnel are on duty.

General Updates

ADMINISTRATION / OPERATIONS

- **General Run Information.** Monthly run volume is on par with 2019 (44 incidents). In April 2020, the total number of calls dropped to 23 for the month. A decrease of nearly 50%. That volume appears to have rebounded.
- **COVID Update.** A signed agreement with BLHD has been completed and is on file. EFD personnel have been authorized to assist with vaccine clinics. Scheduling is being coordinated through EFD EMS Director Mosholder.

- **Grants.**
 - Grand Traverse Band of Ottawa Chippewa Indians (GTB) 2% Grant. Nothing to report.
 - Assistance to Firefighters Grant (AFG). Nothing to report.
 - AAA Traffic Safety Grant. Nothing to report.
- **Personnel.**
 - Hiring. Physical ability testing was completed for three (3) eligible firefighter candidates. Interviews should be completed the second week in May.

APPARATUS AND EQUIPMENT

- **Apparatus**
 - Future Pumper/Tanker. Construction was halted on the apparatus pending approval of the change order (Change Order A). The overage was requested by the Township Board to go before the Public Safety Committee for review. The meeting was scheduled for May 3rd.
 - Brush 141. 141 is scheduled for its final warranty inspection. 141 will be at CSI in Grayling for the inspection and noted repairs/adjustments starting May 4th.
- **Equipment**
 - Extrication Spreader. The battery case was found damaged and was replaced by Rescue Resources.

FACILITIES AND GROUNDS

- Engine Vs. Truck Bay Door. An incident occurred where the compartment door on Engine 113 was open while it was exiting the station. The compartment door struck the inside station wall causing damage to the garage door track, door flashing, and minor masonry damage. The compartment door is damaged beyond repair and the side of the engine needs body work. A claim has been filed with our insurance carrier and an internal investigation into the cause and remediation has been initiated.
- Pest Control. Hogarth's performed an external treatment on the building for flying and crawling bugs.

PUBLIC EDUCATION AND RELATIONS

- **Site Reviews**
 - Tandem Ciders. Verbal review provided to the Planning Commission. Written to follow.
 - Bugia Rd. Residential Development. Verbal review provided to the Planning Commission. Written to follow.
- **Fire Prevention**
 - Portable Fire Extinguisher Education. Provided education on extinguishers and fire suppression to 6 culinary arts students.

TRAINING

- **Trainings this Month:**
 - K-12 Rotary Saw (lecture and practical)
 - New Portable Suction Unit (191)
 - Wildland Fire Fighter Training.
 - MI-MABAS Spring Conference (Webinar / ZOOM).
 - "Unaware, unwilling or unable? Identifying and Managing the 3 Types of Underperforming Employees".
 - "Managing Disciplinary Challenges in the Fire Service" - Curt Varone.
 - Confined Space / Toxic Gases. (Agriculture related).
 - Tractor Emergencies.
 - RIT Pack Use.
- **MI Fire Fighter Training Council approved**
 - Drain the Bay. Cooperative regional training on hose line movement and water flow hosted in Suttons Bay. Several different departments were in attendance. Several personnel from EFD were able to attend and we assisted by providing a reserve engine (Engine 113). This was an approved MI Firefighter Training Council course.
 - Reading Smoke and Tactics. Fire behavior, strategy and tactics.
 - The First Five. Firefighting tactics class.
 - "Charleston 9". Incident review / Lessons learned.

MEETINGS ATTENDED

- Elmwood Township Board Regular General Meeting
- Township Supervisor
- EFD Officers' Meeting
- Leelanau County Fire Chiefs' Meeting (Teleconference)
- NW Medical Control Authority Meeting (attended by D. Mosholder, EFD EMS Director)
- Grand Traverse Area Chiefs' Meeting (Teleconference)

Elmwood Township Marina

Peter J Moon Harbormaster

10090 E. Lincoln Road Traverse City MI 49684 elmwoodmarina@gmail.com

Harbormaster Report

May 5, 2021

Board Members
Elmwood Township

Elmwood Township Marina is officially open. We are hiring and will be training staff soon. As you are probably aware we are drawing employees from a small pool of candidates. We ran an advertisement in the Record Eagle and Indeed with 0 respondents. I had a banner made and it is out-front, we have had a few applicants from it. Our wages, even though we have increased them are low compared to other summer and fast-food jobs offered around town. For instance, Wendy's is starting people at \$15.00, Culvers \$13.00 with \$1000. Sign on bonus and McDonalds is advertising \$14.00. Considering the challenges, I do hope to have a full employee roster in time for the Summer season.

The Brewery Creek property- Since we have removed 60 parking spaces from the waterside of the parking lot we need to make sure that we oblige our commitment to the DNR in regards to overflow parking. I have been using my personal truck to shuttle people from across the street to and from the launch. We should develop a plan for the permanent shuttle that was proposed in the planning of our re-development of the marina. I can follow-up after a future marina committee meeting on the subject.

Last year we repaired some of our water lines and fire suppression. It was recommended by the representative of Summit fire service that we remove the water hoses from the docks and have ABC extinguishers only. The system we have is no longer used or recommended. The danger of staying and fighting a fire on a boat outweighs the potential saving of property while adding chances of injury and death. We conferred with Chief Tampa who stated the fire department has no use for the smaller lines and that the best thing for the boaters to do is vacate the dock and make room for the firefighters. We will follow recommendations and remove the water hoses while keeping extinguishers readily available for use on the docks.

The marina boat needs to be replaced this year. We have been using the old skiff and a 2 hp motor to do near dock work but have no boat for mooring inspections or rescue tow. I have been looking for a used center console boat 16'-19' with a 40 to 70 hp motor.

The marina will be needing a vehicle to shuttle people to and from the overflow parking area. I have used my personal truck for transporting repair supplies and wood including 800 lbs of deck wood last season. I also use my vehicle to assist boaters who break down on the ramp and pull docks out of the water with my tow hooks. It would be good to have a vehicle we can use for marina purposes and have it marked for identification.

We continue to receive requests for larger slips. Boats are getting bigger as the years pass and we really should consider the idea of adding more slips to the most desirable marina in Grand

Traverse Bay. We have opportunities to extend current slips or add docks. With nearly 200 on the waitlist we could more than double our docks and still have left overs.

Respectfully Submitted,

Peter J Moon
Harbormaster ETM

**PUBLIC SAFETY COMMITTEE (PSC) MEETING
MEETING MINUTES FOR MAY 3, 2021**

1. **CALL TO ORDER:** Chairman James O'Rourke called the meeting to order @ 1:04 p.m.
2. **ROLL CALL:** Committee members present were James O'Rourke, Noel Flohe, Connie Preston, Karen Britton, and Chief Tampa via phone (quorum met).

Others present were Supervisor Jeff Shaw, and department staff members Bob Sokolnicki, Matt Johnson, Alex Werly, and J. Davis.
3. **CONFIRM SECRETARY:** Noel agreed to do it.
4. **Public comment:** None.
5. **AGENDA APPROVAL:** Noel suggested to amend item #5 with "A" to approve the minutes for the meeting of December 17, 2020. Then Jim moved, seconded by Connie to approve the minutes as printed—U by voice vote.
6. **OLD BUSINESS:** None.

7. **NEW BUSINESS:**

A: **Fire Truck Change Order:** Please refer to the 4-page memo from "ALEXIS Change Order A dated 3/18/21". The department has studied this list of changes and declined/clarified some items as noted in color red. The sum of theses was a + cost of \$22,351.00. After much committee discussion , it was agreed that these changes were not an overreach. MOVED BY CONNIE, SECONDED BY KAREN TO RECOMMEND THE BOARD ACCEPT THESE CHANGES WITH THE ADDED COST TO COME FROM THE FIRE DDEPARTMENT'S BUDGET—U, VIA ROLL CALL VOTE.

B. **Chief and Assistant Chief Salaries:** In summer 2020 after a detailed study of our department, a consultant recommended that Elmwood establish a new position to provide more leadership in emergencies should the fire chief not be on duty. An effort has been made to designate such duties to an in-house captain or lieutenant, but a problem arises in an over load of duties that conflict with regular duties of such an individual and cannot be spread over all three department shifts with existing personal. Also the lines of command get blurred and some members with overtime are compensated more than our chief. Burn out is a factor too.

An area study (see "Fire Chief Salaries" 2021 memo) of department chief compensation shows our chief is the lowest paid by far individual, yet Elmwood is the most populated township in the county! Thus the committee feels that our chief's salary of \$55,000.00 should be bumped up to \$65,000.00. NOEL MOVED, SECONDED BY JIM TO RECOMMEND TO THE BOARD TO

BUMP UP OUR CHIEF'S SALARY FROM \$55,000 TO \$65,000 FOR NEXT YEAR—PASSED VIA 4 YES VOTES WITH THE CHIEF OBSTANING.

The committee also feels we need a full time deputy chief. NOEL MOVED, SECONDED BY KAREN TO RECOMMEND TO THE BOARD TO ADVERTISE A DUTY-CHIEF POSITION FOR \$55,000/YR.—U, VIA ROLL CALL VOTE.

C: Chief and Assistant Chief Job Descriptions: A March 1, 2121 dated "MEMORANDUM" from our TWP attorney, Bryan E. Graham has suggestions that will take more time to incorporate into our department's existing descriptions. Chief is working on it.

- 8. SCHEDULE NEXT MEETING: Supervisor will advise when ready.**
- 9. PUBLIC COMMENT: Department's Bob Sokolnicki commented that he really likes our department and gives it high praises. He thought that today's meeting efforts added to this as the process continues.**
- 10. ADJOURNMENT: 2:01 pm.**

Submitted by PSC Acting Secretary, Noel Flohe.

**CHARTER TOWNSHIP OF ELMWOOD
SPECIAL BOARD MEETING
APRIL 21, 2021
HELD BY REMOTE ELECTRONIC ACCESS**

Call to Order:

Supervisor Shaw called the meeting to order at 6:00 p.m.

Pledge of Allegiance:

Clerk Preston led the Pledge of Allegiance as requested by Supervisor Shaw.

Roll Call:

Present: Jeff Shaw, Connie Preston, Terry Lautner, Jim O'Rourke, Dave Darga, Chris Mikowski, and Deborah Allen

All Board members stated they were participating from locations in Elmwood Township, Michigan.

Excused: None

Declaration of Conflict of Interest:

Supervisor Shaw stated that he was a business owner in the Brewery Creek Condos. MOTION BY TRUSTEE O'ROURKE, SECONDED BY TRUSTEE TO LAUTNER TO RECUSE SUPERVISOR SHAW FROM AGENDA ITEM 10m. The motion passed 6-1 by a roll call vote.

Public Comment

Sue Jones
Rod Jones
Todd Space
AnneMarie Wigton
Del Moore
Joe Testa
Anna Heiges

Consent Calendar:

Department Reports:

Treasurer
Planning/Zoning
Fire

Committee Reports:

Minutes:

3-1-21

3-8-21

Post Audit Invoices 3-15-21 through 4-15-21

MOTION BY TRUSTEE ALLEN, SECONDED BY TREASURER MIKOWSKI TO APPROVE THE CONSENT CALENDAR AS PRESENTED. The motion passed 7-0 by a roll call vote.

Agenda Approval

Supervisor Shaw requested that the introduction of the TCL&P Franchise Ordinance be removed as there were some questions.

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE DARGA TO APPROVE THE AGENDA AS MODIFIED BY REMOVING ITEM 10C. The motion passed 7-0 by a roll call vote.

Supervisor Remarks

Supervisor Shaw submitted a written report.

Trustee Remarks

None

Engineer's Report

None

Other Officer Remarks

None

Communications from the Clerk

Clerk Preston reported that she had received many letters regarding short term rentals and will copy them and give them to the Board prior to the public hearing.

OLD BUSINESS

None

NEW BUSINESS**Consideration of Directive to the Planning Commission to Limit Short Term Rentals**

Attorney Peter Wendling explained that the Board has been discussing an ordinance to allow STR's in all districts but to eliminate or freeze the use. You also have a licensing ordinance to regulate behavior that might concern the public. Some of the language to freeze the use is in the licensing ordinance. But to freeze it or to create a category of those uses under a lawful nonconforming use we must pass an ordinance that allows them to exist. When an ordinance is passed it becomes a legal use. To make them a legal nonconforming use, a quickly following subsequent amendment that eliminates them would make them legally nonconforming and solidify their status and protect the township. The Township can choose when a zoning ordinance amendment or police power ordinance can take effect. Generally, a zoning ordinance is eight days after publication and a police power is the day of publication but that is just the minimum. The main concern with the police power ordinance limiting STR's to pre-existing operators, they must become a lawful nonconforming use. Bring them forward and then eliminate them is the way to do it legally. Planner Sara Kopriva asked that the Board give direction to the Planning Commission.

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE O'ROURKE TO DIRECT THE PLANNING COMMISSION TO INITIATE AN AMENDMENT TO REMOVE STR'S FROM ALL DISTRICTS.

Trustee Darga had concerns that a nonconforming use never goes away. Trustee O'Rourke wanted to be sure the licenses don't transfer. Planner Kopriva explained that the licensing ordinance does not allow a transfer so a nonrenewal of a license would end the use. She and Attorney Wendling will double check on that. Trustee Lautner would like to see the Planning Commission carve out a waterfront area where the rentals would still be allowed. Planner Kopriva responded that they could make an overlay district.

The motion passed 5-2 by a roll call vote with Ayes from Mikowski, Allen, Preston, O'Rourke and Shaw, and Nays from Darga and Lautner.

Set STR Public Hearing Date

MOTION BY TRUSTEE O'ROURKE, SECONDED BY TRUSTEE ALLEN TO SCHEDULE THE PUBLIC HEARING ON THE SHORT- TERM RENTAL ORDINANCE AMENDMENT FOR MAY 19, 2021 AT 6:00 PM. The motion passed 6-1 by a roll call vote with Trustee Darga voting no.

Surplus Equipment/Fire Department

MOTION BY TRUSTEE LAUTNER, SECONDED BY TRUSTEE DARGA TO AUTHORIZE CHIEF TAMPA TO DISPOSE OF THE SURPLUS EQUIPMENT DETAILED IN HIS MEMO PLUS THE GAS MONITORS.

The motion passed 7-0 by a roll call vote.

Schedule Public Hearings for Timberlee Road Maintenance Districts

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE O'ROURKE TO SET THE PUBLIC HEARINGS FOR MAY 10, 2021 AT 6:00 P.M. The motion passed 7-0 by a roll call vote.

Networks Northwest Dues

MOTION BY TRUSTEE O'ROURKE, SECONDED BY TRUSTEE ALLEN TO RENEW OUR TTCI MEMBERSHIP FOR 2021 AND TO PAY THE DUES IN THE AMOUNT OF \$1000.00. The motion passed 6-1 by a roll call vote with Trustee Lautner voting no.

Request for On-Premise Tasting Room for Brengman Brother's Distillery
MOTION BY TRUSTEE LAUTNER, SECONDED BY TRUSTEE DARGA TO APPROVE THE BRENGMAN TASTING ROOM LIQUOR PERMIT APPLICATION. The motion passed 7-0 by a roll call vote.

Updated Wage Scale for Marina/Building and Grounds
MOTION BY TRUSTEE LAUTNER, SECONDED BY TRUSTEE O'ROURKE TO APPROVE THE UPDATED WAGE SCALE AS RECOMMENDED BY THE PERSONNEL COMMITTEE. The motion passed 7-0 by a roll call vote.

Interim Planning Services Proposal
MOTION BY TRUSTEE O'ROURKE, SECONDED BY TRUSTEE LAUTNER THAT WE APPROVE THE PROPOSAL FOR PLANNING SERVICES WITH BECKETT AND RAEDER. The motion passed 7-0 by a roll call vote.

SAW Grant
MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE DARGA TO CONTRACT WITH NORTHERN A1 TO DO THE COMPLETE PROJECT (Jet Cleaning and Televising the Sewers). The motion passed 7-0 by a roll call vote.

Fire Chief/Assistant Chief Salaries/Assistant Chief Job Description
It was the consensus of the Board to have the Public Safety Committee meet and discuss this.

Hiring Assessor assistant
MOTION BY TRUSTEE O'ROURKE, SECONDED BY CLERK PRESTON TO HIRE AN ASSISTANT TO THE ASSESSOR AS CHOSEN BY THE PERSONNEL COMMITTEE. The motion passed 7-0 by a roll call vote.

Supervisor Shaw stepped down from the chair for the next business item.

Set Special Meeting Date for Closed Session to Consider Brewery Creek Condo Termination
MOTION BY TRUSTEE O'ROURKE, SECONDED BY TRUSTEE ALLEN TO SCHEDULE THE SPECIAL MEETING TO INCLUDE A CLOSED SESSION REGARDING THE BREWERY CREEK CONDO AGREEMENT TERMINATION. The motion passed 6-0 by a roll call vote.

Supervisor Shaw resumed the chair

Pickleball Reservation Request
MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE DARGA TO AUTHORIZE THE RESERVATION OF THE PICKLEBALL COURTS. The motion passed 7-0 by a roll call vote.

PUBLIC COMMENT

Karyl Moore
Joe Testa
Rod Jones

Adjournment
Motion by Trustee Lautner, seconded by Trustee Darga to adjourn the meeting. The motion passed 7-0 by a roll call vote. The meeting adjourned at 7:42 p.m.

Check Register Report

Date: 05/04/2021
Time: 4:52 pm
Page: 1

ELMWOOD TOWNSHIP

BANK:

| Check Number | Check Date | Status | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name | Check Description | Amount |
|---------------|------------|---------|----------------|----------------|---------------|----------------------------------|-------------------------------|-----------|
| Checks | | | | | | | | |
| 35334 | 04/27/2021 | Printed | | | B111 | BLUECROSS BLUESHIELD OF GROUP MI | 007015150710 | 527.17 |
| 35335 | 04/27/2021 | Printed | | | C029 | CHARTER COMMUNICATIONS | ACCT#8245 12 895 0008281 | 520.38 |
| 35336 | 04/27/2021 | Printed | | | C010 | CHERRYLAND ELECTRIC COOP | ACCT#9902700 | 101.27 |
| 35337 | 04/27/2021 | Printed | | | C040 | CONSUMERS ENERGY | ACCT#1000 2914 1304 | 1,857.87 |
| 35338 | 04/27/2021 | Printed | | | M020 | DTE ENERGY | ACCT#9100 215 3113 2 | 641.48 |
| 35339 | 04/27/2021 | Printed | | | E013 | ELEVATE NET | MARINA PHONE | 149.97 |
| 35340 | 04/27/2021 | Printed | | | G200 | GRAND TRAVERSE COUNTY | wastewater plant upgrad bonds | 77,341.92 |
| 35341 | 04/27/2021 | Printed | | | G425 | GUARDIAN | GROUP 00 357534 | 384.94 |
| 35342 | 04/27/2021 | Printed | | | H010 | HOLIDAY STATIONSTORES, LLC | ACCT#1400-006-350-658 | 57.32 |
| 35343 | 04/27/2021 | Printed | | | P043 | PRIORITY HEALTH | GROUP ID 790105 S001 | 4,957.98 |
| 35344 | 04/27/2021 | Printed | | | V023 | VSP | CLIENT ID 30031936 | 350.24 |
| 35345 | 04/27/2021 | Printed | | | 1022 | MELISSA WOOD | PAVILION CANCELATION | 100.00 |

| | | |
|---------------------------|--|------------------|
| Total Checks: 12 | Checks Total (excluding void checks): | 86,990.54 |
| Total Payments: 12 | Bank Total (excluding void checks): | 86,990.54 |
| Total Payments: 12 | Grand Total (excluding void checks): | 86,990.54 |

Supervisor's Report

5/10/2021

1. We have made a formal offer to Sarah Clarren to become our next Planning/Zoning Administrator.
2. Our grounds crew participated in the Great Lakes Cleanup with the Watershed Center. We are fortunate that very little trash makes its way onto the Greilickville Harbor Park beach. Thank you to the crew and Heather Smith, our Baykeeper, as well as the rest of the Watershed Center.
3. We have several reappointments on the Agenda tonight. On behalf of myself and all the Elmwood Township Residents, THANK YOU for donating your most precious commodity, time, to try to keep Elmwood such a great place to live.
4. On next month's agenda I will have plans for adding on to the Elmwood Township Hall to enhance safety, security and storage. If the plans look like something the Trustees believe we should move forward on, we will pursue quotes.
5. The old pavilion at the Cherry Bend Park needs some work. The soffits, ceilings and bathrooms need to be updated and repaired. I will have drawings of the work needed and will be looking for guidance from the Board. Fortunately, the building and roof are structurally sound.
6. By time this meeting has occurred, I will have participated in Governor Witmer's signing of the \$300,000 check from the Trust Fund to Discovery Pier.

CHARTER TOWNSHIP OF ELMWOOD
RESOLUTION 7 OF 2021

RESOLUTION ADJUSTING THE ANNUAL SPECIAL ASSESSMENT ROLL FOR
S. BLUE RIDGE LANE, E. OLD ORCHARD ROAD, AND S. ORCHARD WAY ROAD
MAINTENANCE SPECIAL ASSESSMENT DISTRICT

At a regular meeting of the Board of the Charter Township of Elmwood held electronically on May 10, 2021 there were

PRESENT:

ABSENT:

The following resolution was offered by _____ and seconded by _____.

RESOLUTION

Recitals

WHEREAS, the Township Board of the Charter Township of Elmwood established a special assessment district on September 9, 2013 for the purpose of assessing the costs of maintenance, snow removal, and street lighting on S. Blue Ridge Lane, E. Old Orchard Road, and S. Orchard Way by a private contractor.

WHEREAS, the special assessment roll has been re-evaluated as ordered by Resolution 6 of 2013.

NOW THEREFORE BE IT RESOLVED as follows:

That this Township Board does hereby approve the estimate of costs for maintenance, snow removal and streetlighting on S. Blue Ridge Lane, E. Old Orchard Road, and S. Orchard Way in the amount of \$10,040.00

The assessments in the special assessment roll shall be placed on the July 2021 property tax statement. The Township Treasurer may send a statement of the current assessment amount due to each taxpayer responsible for payment of the special assessment, permitting payment of the special assessment if elected by the taxpayer, in advance of the assessment being placed on the tax bills as provided by Act 188, Public Acts of Michigan, 1954 as amended.

The assessments made in said special assessment roll are hereby ordered and directed to be collected by the Township Treasurer, and the Township Clerk shall deliver said special assessment roll to said Treasurer with her warrant attached, commanding the Treasurer to collect such assessments in accordance with the direction of the Township Board and said Public Act 188.

All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YES:

NO:

RESOLUTION DECLARED ADOPTED

Jeff Shaw, Supervisor
Charter Township of Elmwood

I, the undersigned, the Clerk of the Charter Township of Elmwood, Leelanau County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said municipality at its regular meeting held on May 10, 2021, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated:

Connie Preston, Clerk

CHARTER TOWNSHIP OF ELMWOOD
RESOLUTION 8 OF 2021

RESOLUTION ADJUSTING THE ANNUAL SPECIAL ASSESSMENT ROLL FOR
EAST TIMBERWOODS DRIVE, S. FOX VALLEY LANE, AND S COTTONWOOD DRIVE ROAD
MAINTENANCE SPECIAL ASSESSMENT DISTRICT

At a regular meeting of the Board of the Charter Township of Elmwood held electronically on May 10, 2021 there were

PRESENT:

ABSENT:

The following resolution was offered by _____, and seconded by _____.

RESOLUTION

Recitals

WHEREAS, the Township Board of the Charter Township of Elmwood established a special assessment district on September 9, 2013 for the purpose of assessing the costs of maintenance and snow removal on East Timberwoods Drive, S. Fox Valley Lane, and S. Cottonwood Dr. by a private contractor.

WHEREAS, the special assessment roll has been re-evaluated as ordered by Resolution 6 of 2013.

NOW THEREFORE BE IT RESOLVED as follows:

That this Township Board does hereby approve the estimate of costs for an agreement with a private contractor for maintenance and snow removal on E. Timberwoods Drive, S. Fox Valley Lane, and S. Cottonwood Drive in the amount of \$20,000.00

The assessments in the special assessment roll shall be placed on the July 2021 property tax statement. The Township Treasurer may send a statement of the current assessment amount due to each taxpayer responsible for payment of the special assessment, permitting payment of the special assessment if elected by the taxpayer, in advance of the assessment being placed on the tax bills as provided by Act 188, Public Acts of Michigan, 1954 as amended.

The assessments made in said special assessment roll are hereby ordered and directed to be collected by the Township Treasurer, and the Township Clerk shall deliver said special assessment roll to said Treasurer with her warrant attached, commanding the Treasurer to collect such assessments in accordance with the direction of the Township Board and said Public Act 188.

All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YES:

NO:

RESOLUTION DECLARED ADOPTED

Jeff Shaw, Supervisor

I, the undersigned, the Clerk of the Charter Township of Elmwood, Leelanau County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said municipality at its regular meeting held on May 10, 2021, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated:

Connie Preston, Clerk

Municipal Underwriters of West MI
4171 Wolverine Drive
Williamsburg, MI 49690
Toll Free 888-883-6391
Local 231-421-5008
Fax 231-421-3509

April 21, 2021

Connie Preston, Clerk
Elmwood Charter Township
10090 Lincoln Road
Traverse City, MI 49684

Dear Connie:

Enclosed you will find a Summary of Coverage's and an Invoice for **Elmwood Charter Township's 2021-2022** insurance years. The renewal date of your policy is 06/01/2021.

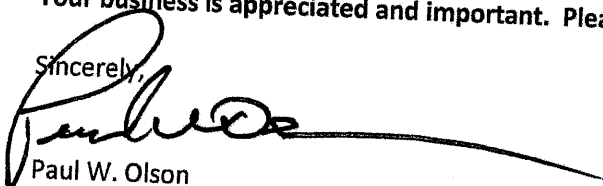
Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program.

The Michigan Township Par Plan Grant Program is also available to all members, to date, \$2,000,000 has been provided back to our members for the grant program. **Your Dividend for the 2020 policy year was \$2,800.69.**

The quoted premium is **\$28,500.00**. This is an increase of **\$617.00** from last year's beginning premium of **\$27,883.00**. The increase in premium is due zoning coverage limit which went from **\$100,000** to **\$250,000** on 07/29/2020. I also have added **Non- Monetary Coverage of \$25,000** per claim with a policy limit of **\$50,000**.

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at **888-883-6391**. Your continued confidence of the Michigan Township Participating Plan is appreciated. It's been a privilege to have served **Elmwood Charter Township's** insurance needs for the past **36 years**. **Your business is appreciated and important. Please stay safe!**

Sincerely,



Paul W. Olson
Regional Risk Manager
MUWM

Municipal Underwriters of West MI Inc.

4171 Wolverine Drive
Williamsburg, MI 49690

888-883-6391

polson76@charter.net

Invoice

| Date | Invoice # |
|-----------|-----------|
| 4/21/2021 | 3968 |

| |
|---|
| Bill To |
| Connie Preston, Clerk Elmwood Charter Township 10090 Lincoln Road Traverse City, MI 49684-8487 |

| | | Account # | Policy Number | |
|----------------|-----------------|----------------------------|------------------|-----------|
| Effective Date | Expiration Date | | HMTP-371442 | |
| | | Insurance Company | Type of Coverage | Charge |
| 6/1/2021 | 06/01/2022 | Michigan Township Par Plan | Package Plan | 28,500.00 |

YOUR POLICY IS IN FULL FORCE AND PAYABLE ON EFFECTIVE DATE. IF NOT WANTED, PLEASE RETURN IMMEDIATELY.

| |
|--------------|
| Fax # |
| 231-421-3509 |

| | |
|-------------------------|-------------|
| Total | \$28,500.00 |
| Payments/Credits | \$0.00 |
| Balance Due | \$28,500.00 |

AUTOMOBILE CERTIFICATE OF NO FAULT PROTECTION

Entity Name: **ELMWOOD CHARTER TOWNSHIP**

NAME AND ADDRESS OF COMPANY

Entity Number: MI11442
Policy Number: HMTP-371442

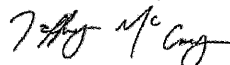
U.S. Specialty Insurance Company
13403 Northwest Freeway
Houston, TX 77040

Effective date: 06/01/2021
Expiration Date: 06/01/2022

An authorized Michigan insurer, certifies that is has issued a policy complying with Act 294, P.A. 1972, as amended for the described motor vehicle.

NAME OF AGENCY

By



Authorized Representative

HCC Public Risk
MUNICIPAL UNDERWRITERS OF WEST MI, INC.

888-883-6391

on this 21 04 2021
Day Month Year

| Year | Description | Vehicle Identification Number |
|------|-------------|-------------------------------|
|------|-------------|-------------------------------|

Covers all vehicles owned by the member

Number of Vehicles: 8

Warning: Keep this certificate in your vehicle at all times. If you fail to produce it upon a police officer's request, you will be responsible for a civil infraction.

PENALTY FOR OPERATION WITHOUT INSURANCE

Michigan Law (MCLA 500.3101) requires that the owner or registrant of a Motor Vehicle registered in this state must have insurance or other approved security for the payment of no-fault benefits on the vehicle at all times. An owner or registrant who drives or permits a vehicle to be driven upon a public highway without proper insurance or other security is guilty of a misdemeanor.

An owner or registrant convicted of such misdemeanor shall be fined not less than \$200.00 nor more than \$500.00, or imprisoned for not more than 1 year, or both.

THIS FORM MUST BE PRESENTED AS EVIDENCE OF INSURANCE WITH YOUR APPLICATION FOR LICENSE PLATES, EITHER BY MAIL OR AT ANY SECRETARY OF STATE LICENSE PLATE BRANCH OFFICE. A PERSON WHO ISSUES OR SUPPLIES FALSE INFORMATION TO THE SECRETARY OF STATE OR USES AN INVALID CERTIFICATE OF INSURANCE IS GUILTY OF A MISDEMEANOR PUNISHABLE BY IMPRISONMENT FOR NOT MORE THAN 1 YEAR, OR A FINE OF NOT MORE THAN \$1,000.00, OR BOTH.

**MICHIGAN
TOWNSHIP
PARTICIPATING
PLAN**

SUMMARY OF COVERAGES

FOR

Elmwood Township 2021-2022

Presented By:
PAUL W. OLSON - RISK MANAGER
Municipal Underwriters of West MI Inc.

Municipal Underwriters of West MI Inc.

SUPPORT/SERVICE COMPANIES

MARKETING AND SERVICE:

PAUL W. OLSON
Municipal Underwriters of West Michigan, Inc.
4171 Wolverine Drive
Williamsburg, MI 49690
1-888-883-6391 Michigan Watts
231-421-3509

TECHNICAL ADMINISTRATION:

Michigan Township Participating Plan
1700 Opdyke Court
Auburn Hills, Michigan 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3069 - FAX

RISK CONTROL ADMINISTRATION

Midwest Risk Control
1700 Opdyke Court
Auburn Hills, Michigan 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3091 - FAX

CLAIMS ADMINISTRATION

Midwest Claims Service
1700 Opdyke Court
Auburn Hills, Michigan 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3069 - FAX

Michigan Township Participating Plan

Municipal Underwriters of West MI Inc.

I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:*

| | |
|-----------------------------------|--------------|
| Limit of Liability Per Occurrence | \$ 5,000,000 |
| Limit of Liability Per Aggregate | \$ None |
| Deductible | \$ 0 |

ADDITIONAL INSUREDS:

1. Any member of the governing body of the Named Insured
2. Any member of boards or commissions of the Named Insured
3. Any elected or appointed official of the Named Insured
4. Any employee of the Named Insured – Including **Contracted Assessor**
5. Any volunteer

ADDITIONAL INCLUDED COVERAGES:

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit/includes volunteers
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
7. Sewer Back Up Liability- \$100,000 (Public Act 222)
9. Employee Benefit Liability- \$1,000,000 per Occurrence/\$3,000,000 Aggregate
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired Auto Liability Coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
 - A. FALSE ARREST, DETENTION OR IMPRISONMENT
 - B. MALICIOUS PROSECUTION
 - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
 - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
 - E. MENTAL ANGUISH & MENTAL INJURY

Municipal Underwriters of West MI Inc.

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY
(Errors & Omissions)**

| | |
|------------------------------------|--------------|
| Limit of Liability Per Occurrence: | \$ 5,000,000 |
| Limit of Liability Aggregate: | \$ None |
| Deductible: | \$ 0 |

The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. Restrictive Use Sublimit (**\$250,000**) Suits for Loss resulting from the insured controlling or restricting the use of private property, while not taking legal ownership of said property, we will cover such claims or suits subject to the sublimit. (**\$10,000**) Deductible on Restrictive Use
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights: Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 per person
13. Non Monetary Damage Coverage \$25,000 Per Suit/\$50,000 Policy Limit

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

Municipal Underwriters of West MI Inc.

II. FLEET LIABILITY COVERAGE:

LIMITS

| | |
|--|--------------|
| A. Bodily Injury & Property Damage [CSL] | \$ 5,000,000 |
| B. Personal Injury Protection | Statutory |
| C. Personal Property Insurance | \$ 5,000,000 |
| D. Uninsured Motorists | \$ 100,000 |
| E. Non-owned & Hired Auto Liability | \$ 5,000,000 |
| F. Mini-Tort Liability | \$ Included |
| G. Underinsured Motorists | \$ 100,000 |

III. FLEET PROPERTY COVERAGE:

Property limit \$ 2,052,510.00

| | |
|------------------|--|
| A. Comprehensive | \$ 500 ACV Deductible, Actual Cash Value |
| B. Collision | \$ 500 Deductible, ACV, Broadened |

IV. INLAND MARINE COVERAGE:

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit \$ 265,000.00
Deductible \$ 500

SEE ATTACHED SCHEDULE

Michigan Township Participating Plan

INLAND MARINE

Application:
T000020017136

ELMWOOD CHARTER TOWNSHIP

| ▲ number ▼ | ▲ Serial # ▼ | ▲ Year ▼ | ▲ Make ▼ | ▲ Model ▼ | ▲ Department ▼ | ▲ Type ▼ | ▲ AR ▼ | ▲ Limit ▼ | ▲ Spec Ded ▼ |
|---------------|--------------|----------|-------------------------|----------------|-------------------------|------------------------|--------|------------------|--------------|
| 1 | | 0 | GENERATOR | AT FIREHALL | Fire | Commercial Articles | RC | \$ 55,000 | \$ 0 |
| 2 | | 0 | PLAYGROUND EQUIPMENT | MISC. | Parks and Recreation | Commercial Articles | RC | \$ 50,000 | \$ 0 |
| Total: | | | | | | | | \$105,000 | |

| | |
|--|------------------|
| Schedule Total: | \$105,000 |
| Miscellaneous Property & Equipment: | \$60,000 |
| Ancillary Equipment: | \$100,000 |
| Contractors Equipment Rented From Others: | \$0 |
| Aircraft Limit: | \$0 |
| Inland Marine Total: | \$265,000 |

Municipal Underwriters of West MI Inc.

V. PROPERTY [FIRE] COVERAGE:

| | |
|---|-----------------|
| Total Blanket Building and Contents Limit | \$ 5,431,680.00 |
| Deductible | \$ 500 |
| Per Schedule on File with company | |

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Personal Effects of Employees - \$ 1,000 per person
3. Transportation - \$50,000 Limit
4. Accounts Receivable- \$250,000
5. Flood Coverage- \$100,000, Earthquake Coverage- \$1,000,000
6. Loss of Business Income Coverage - \$500,000 per occurrence
7. Extra Expense Coverage - \$500,000 per occurrence
8. Newly Acquired and Constructed Property - \$1,000,000 180 Days
9. Underground Pipes, Flues or Drains- \$1,000,000
10. Power Surge Coverage - \$25,000 Limit
11. Glass Coverage- 00 Deductible Glass Breakage
12. Tree Removal - \$500 per tree and \$1,500 annual aggregate on covered losses
13. Law and Ordinance Coverage- Actual Sustained Loss
14. Fire Hydrants are covered for up to four losses at \$3,500 each. More coverage is available if scheduled
15. 1st Party Sewer and Drain Back up- \$25,000
16. Pollutant Clean up and Removal- \$10,000

VI. VALUABLE PAPERS AND RECORDS COVERAGE*:

Broad Form Coverage for the reconstruction of valuable papers and records \$250,000 year round limit of protection with \$0 deductible.

*** NOTE: Higher limits available upon request.**

PROPERTY

Application:
T000020017136

ELMWOOD CHARTER TOWNSHIP

| ▲ Loc ▼ | ▲ Bldg ▼ | ▲ 100ft ▼ | ▲ Fac Loc ▼ | ▲ Street Address ▼ | ▲ City ▼ | ▲ ST ▼ | ▲ Zip ▼ | ▲ County ▼ | ▲ POK ▼ | ▲ BC ▼ | ▲ Bldg Lim ▼ | ▲ Cont Lim ▼ | ▲ Mine Sub ▼ | ▲ Yr Built ▼ | ▲ FAR ▼ | ▲ BF ▼ | ▲ Special Ded ▼ | Sp |
|---------------|----------------|-----------------|----------------------|---|---------------|--------------|---------------|---------------|------------|--------------|-----------------|-----------------|-----------------------|-----------------------|---------------|--------------|-----------------------|----|
| 1 | 1 | No | 0 | 10090 LINCOLN TOWNSHIP HALL | TRAVERSE CITY | MI | 49684 | | 10 | 3 | \$ 712,344 | \$ 219,949 | \$ 0 | 1986 | R | 100 | 0 | |
| 1 | 2 | No | 0 | 10090 LINCOLN | TRAVERSE CITY | MI | 49684 | | 16 | 1 | \$ 4,255 | \$ 1,852 | \$ 0 | 1990 | R | 403 | 0 | |
| 1 | 3 | No | 0 | 10090 CHERRY BEND PAVILION/RESTROOM | TRAVERSE CITY | MI | 49684 | | 11 | 2 | \$ 230,946 | \$ 5,789 | \$ 0 | 1990 | R | 615 | 0 | |
| 1 | 4 | No | 0 | 10090 LINCOLN | TRAVERSE CITY | MI | 49684 | | 11 | 2 | \$ 40,517 | \$ 0 | \$ 0 | 2009 | R | 612 | 0 | |
| 1 | 5 | No | 0 | 10090 LINCOLN | TRAVERSE CITY | MI | 49684 | | 11 | 2 | \$ 11,576 | \$ 0 | \$ 0 | 2009 | R | 620 | 0 | |
| 1 | 6 | No | 0 | 10090 LINCOLN | TRAVERSE CITY | MI | 49684 | | 11 | 2 | \$ 11,576 | \$ 0 | \$ 0 | 2009 | R | 620 | 0 | |
| 1 | 7 | No | 0 | 10090 LINCOLN RESTROOM | TRAVERSE CITY | MI | 49684 | | 11 | 2 | \$ 134,018 | \$ 6,946 | \$ 0 | 1980 | R | 615 | 0 | |
| 2 | 1 | No | 0 | 10750 CHERRY BEND DPW | TRAVERSE CITY | MI | 49684 | | 16 | 2 | \$ 341,775 | \$ 33,075 | \$ 0 | 1967 | R | 401 | 0 | |
| 3 | 1 | No | 0 | 13051 WEST BAY SHORE MAINTENCE RESTROOM | TRAVERSE CITY | MI | 49684 | | 11 | 2 | \$ 214,415 | \$ 17,943 | \$ 0 | 1978 | R | 615 | 0 | |
| 3 | 2 | No | 0 | 13051 WEST BAY SHORE NEW RESTROOM PAVIL | TRAVERSE CITY | MI | 49684 | | 11 | 3 | \$ 218,792 | \$ 0 | \$ 0 | 2010 | R | 615 | 0 | |
| 3 | 3 | No | 0 | 13051 WEST BAY SHORE BEACH PAVILION | TRAVERSE CITY | MI | 49684 | | 11 | 1 | \$ 82,655 | \$ 0 | \$ 0 | 2010 | R | 614 | 0 | |
| 3 | 5 | No | 0 | 13051 W. BAY SHORE SHOWER BUILDING | TRAVERSE CITY | MI | 49684 | | 11 | 2 | \$ 195,697 | \$ 5,789 | \$ 0 | 1980 | R | 615 | 0 | |
| 3 | 6 | No | 0 | 13051 WEST BAY SHORE MARINA OFFICE | TRAVERSE CITY | MI | 49684 | | 11 | 2 | \$ 30,388 | \$ 2,315 | \$ 0 | 1980 | R | 609 | 0 | |
| 3 | 7 | No | 0 | 13051 WEST BAY SHORE MARINA PAVILION | TRAVERSE CITY | MI | 49684 | | 11 | 3 | \$ 57,600 | \$ 0 | \$ 0 | 1990 | R | 614 | 0 | |
| 3 | 8 | No | 0 | 13501 WEST BAY SHORE NEW HARBOR MASTER | TRAVERSE CITY | MI | 49684 | | 11 | 3 | \$ 850,000 | \$ 50,000 | \$ 0 | 2020 | R | 609 | 0 | |
| 4 | 1 | No | 0 | PUMP HOUSE 13057 WEST BAY | TRAVERSE CITY | MI | 49684 | | 18 | 1 | \$ 34,035 | \$ 5,789 | \$ 0 | 1980 | R | 901 | 0 | |
| 5 | 1 | No | 0 | 10086 LINCOLN NEW FIREHALL | TRAVERSE CITY | MI | 49684 | | 15 | 2 | \$ 1,807,458 | \$ 104,186 | \$ 0 | 2003 | R | 925 | 0 | |
| Totals: | | | | | | | \$4,978,047 | \$453,633 | \$0 | | | | | | | | | |
| Grand Total: | | | | | | | \$5,431,680 | | | | | | | | | | | |

Municipal Underwriters of West MI Inc.

VII. CRIME COVERAGE:

- A. Limit of Coverage - \$ 100,000
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
 - 1. All Officials Homes
 - 2. Place of Employment
 - 3. Banking Facility

VIII: PUBLIC OFFICIAL BONDS*

| | |
|------------------|-----------|
| Treasurer | \$25,000 |
| Deputy Treasurer | \$15,000 |
| Clerk | \$10,000 |
| Deputy Clerk | \$10,000 |
| Supervisor | \$ 5,000 |
| BLANKET BOND | \$100,000 |

NOTE: THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE
(Those who collect money or fees should be bonded)

*** NOTE: Higher limits available upon request.**

Municipal Underwriters of West MI Inc.

X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:

| | |
|-----------------------------------|------|
| Limit of Liability Per Occurrence | \$ 0 |
| Limit of Liability Per Aggregate | \$ 0 |
| Deductible | \$ 0 |

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer Coverage- \$100,000**
- C. System Breakdown Coverage Endorsement
 1. Mechanical Breakdown; Machinery Breakdown
 2. Short Circuit; Blow out; other Electrical Disturbance
 3. Electrical or Magnetic Injury

XII. BOILER AND MACHINERY:

- A. Repair of Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

Deductible of \$ 1,000 Applies Limits \$ 4,531,680.00

XIII. CYBER LIABILITY: Included in quote \$500,000

SEE ATTACHED

Municipal Underwriters of West MI Inc.

PREMIUM SUMMARY

| | |
|--------------------------------------|----------|
| I. COMPREHENSIVE MUNICIPAL LIABILITY | INCLUDED |
| II. FLEET LIABILITY | INCLUDED |
| III. FLEET (PROPERTY) | INCLUDED |
| IV. INLAND MARINE | INCLUDED |
| V. PROPERTY (FIRE) | INCLUDED |
| VI. VALUABLE PAPERS AND RECORDS | INCLUDED |
| VII. CRIME | INCLUDED |
| VIII. BONDS | INCLUDED |
| IX. WORKERS COMPENSATION | |
| X. POLICE PROFESSIONAL | |
| XI. BUSINESS ELECTRONIC EQUIPMENT | INCLUDED |
| XII. BOILER AND MACHINERY | INCLUDED |
| XIII. CYBER LIABILITY | INCLUDED |

TOTAL PAR-PLAN ANNUAL PREMIUM: \$ 28,500.00

NOTE: The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**', controlled by the Board of Directors of the Michigan Township Participating Plan.

Michigan Township Participating Plan

Connie

From: Jeff Shaw <supervisor@elmwoodtownship.net>
Sent: Monday, May 03, 2021 3:03 PM
To: Connie Preston
Subject: Fw: updated reappointment list

From: Jeff Shaw
Sent: Monday, May 3, 2021 10:50 AM
To: Connie Preston
Subject: updated reappointment list

Connie,

Please include the following on the May 10, 2021 Elmwood Township Board agenda:

Reappoint Trustee Jim O'Rourke to the Elmwood Township Public Safety Committee for a 2 year term, May 19, 2021 - May 18, 2023.

Reappoint Former Elmwood Township Noel Flohe to the Elmwood Township Public Safety Committee for a 2 year term, May 19, 2021 - May 18, 2023.

Reappoint Karen Britton to the Elmwood Township Public Safety Committee for a 2 year term, May 19, 2021 - May 18, 2023.

Reappoint Kristin Dail to the Elmwood Township Marina Committee for a 2 year term, June 31, 2021 - June 30, 2023.

Reappoint Jonah Kuzma to the Elmwood Township Planning Commission for a 3 year term, June 1 2021 - May 31, 2024.

Appoint former Trustee Kyle Trevas to the Elmwood Township Parks and Recreation Committee for a vacant position, term ending April 30, 2022.

Thank you,

Jeffrey K Shaw, DC
Elmwood Township Supervisor

Fire Chief Salaries

2021

| Township | Salary | Other | Vehicle | Retirement |
|--------------|---------------------------|---|--|------------------------------------|
| Leelanau | 56,656 | Phone, health, dental, vision, life, disability | No. Township paid to retrofit personal vehicle | Retirement – 10% |
| Blair | | | | |
| EMS Director | 70,298 | Phone, family health & vision ins, life/disability | | Retirement – 11% |
| Fire Chief | 61,775 | same | Yes | Retirement – 11% |
| Suttons Bay | 85,000 | 3% yearly raise, health, life disab. Insurance, phone | Yes | Defined benefit pension plan – 14% |
| Glen Lake | 85,000 <i>\$92,000</i> | Health insurance, Life/Disability ins, phone | Yes | Retirement - 9% - 2021, 12% - 2022 |
| Cedar | 75,000 | Family health, dental, vision, life ins. Phone | Yes | Retirement - 6% |
| Long Lake | 71,237 | | Yes | Retirement – 11% |
| Leland | 84,800 | Family medical ins, Life/Dis ins | Yes | Retirement – 5% |
| Almira | 65,000 | Health, vision, dental (\$2500 HSA contribution) | Yes – vehicle available for use | Retirement |
| Elmwood | \$55,000 | Health, vision, dental, life ins | No | Retirement – 10% |
| Peninsula | \$87,500 | Health, vision, dental, life, disability | Yes | Retirement |

Adding the salaries of the fire chiefs from the other townships (\$742,266) and dividing by 9 (I didn't include the EMS director salary at Blair) = \$82,474 average yearly salary.

Deputy Fire Chief/Lieutenant Salaries

| Township | Assistant Chief | Deputy Chief | Lieutenant | Captain |
|-------------|----------------------|----------------------|---------------------|---------------------|
| Leelanau | \$1200 additional | \$1800 additional | \$250 additional | \$500 additional |
| Blair | | | | \$3100 |
| Suttons Bay | | | 10% more | 17% more |
| Glen Lake | | | \$16.71-\$22.40 | \$19.64-\$25.31 |
| Cedar | | | <u>3@\$1.28/hr</u> | 1@\$2.57/hr |
| Long Lake | \$1000-\$2000 | \$1000-\$2000 | \$3200 | \$1000-\$2000 |
| Leeland | | | \$3200 | |
| Almira | | | \$1200/yr | |
| Elmwood | | | \$17.55-\$18.96 | \$18.45 |
| Peninsula | | | | \$19.94/hr |

PLAN REVIEW

TYPE: Application for Fireworks Display Permit
LOCATION: Discovery Pier; West Grand Traverse Bay
APPLICANT: The Boom Boom Club

REVIEW DATE: May 5, 2021

REVIEWED BY: Keith Tampa, Fire Chief

| Event Date: | July 4, 2021 | | | Alternate Date: | July 5, 2021 | |
|---|--|----------------------------|---|-----------------------------|--|------------------------|
| Contact #1: (Applicant) | Name | Tim Hinkley | Primary Phone # | 231-947-1120 | Secondary Phone # | --- |
| Pyrotechnic Operator: | Name | Great Lakes Fireworks, LLC | Primary Phone # | Bruce Tyree 989-942-0684 | Secondary Phone # | Office 586-779-8062 |
| ATF License #: | 4-MI-099-27-7L-01174 | | 4-MI-099-51-7L-01173 | | --- | |
| | <u>Display Site</u> | | <u>Preparation Site</u> | | <u>Storage Site</u> | |
| Location: | West Grand Traverse Bay – Minimum of 1400ft diameter secured perimeter | | Discovery Pier (former Coal Dock), Elmwood Twp. | | Discovery Pier, Elmwood Twp. – If needed | |
| <u>Documents Submitted/Reviewed</u> | | | | | | |
| <ul style="list-style-type: none"> ✓ Charter Township of Elmwood Fireworks Display Permit Application ✓ Proof of Certificate of Liability Insurance naming The Charter Township of Elmwood as an additional insured from Great Lakes Fireworks ✓ Great Lakes Fireworks, LLC Contract with Traverse City Boom Boom Club ✓ Map of Preparation Area (Discovery Pier) ✓ Site Map of Display Area (West Grand Traverse Bay – 1000ft radius) | | | | | | |

It is my recommendation that, in addition to complying with Federal and State regulations and NFPA 1123 Code for Fireworks Display (2010 edition), that the applicant also complies with and provides the following:

Storage and Transportation of Fireworks / Preparation of Fireworks

- The delivery and preparation of fireworks (product) will be coordinated with the Elmwood Township Fire Department.
- The preparation site is to located on and adjacent to Discovery Pier and shall encompass a minimum 100-foot radius from the barge and loading area. This area shall be designated on the pier by a physical barrier such as snow fencing, or other non-permanent barrier, to assist in restricting non-authorized personnel from entry. “Caution” tape shall not be considered an acceptable type of barrier.
- All access to the preparation area on Discovery Pier shall be restricted to only those authorized by Great Lakes Fireworks, or the Elmwood Township Fire Department once the product arrives onsite.
- Only the Elmwood Township Fire Department or Great Lakes Fireworks can authorize personnel to be within the preparation area.
- Fireworks shall not be left unattended upon delivery to the preparation area.

- No smoking or alcohol shall be allowed within the preparation area. “No Smoking” signs shall be posted around the preparation area perimeter in conspicuous locations.
- Only vehicles of authorized personnel will be allowed within the preparation area and will be located away from the fireworks assembly area.
- No permanent vehicle parking, except those authorized to be within the preparation area, shall be allowed on Discovery Pier while the product is on site.
- No open flames shall be allowed within the preparation area.
- A minimum of 1 portable water fire extinguisher shall be readily accessible within the preparation area.
- Fireworks shall be kept dry and protected.
- If the event is to be rescheduled, or for other reasons the fireworks are to remain at the preparation site overnight, the following minimum requirements shall be met:
 - All fireworks shall be made safe to prevent firing.
 - All above requirements shall be enforced and an authorized person shall remain on site and capable of communication with law enforcement and fire services.
 - Notification shall be made to both law enforcement and fire services of the overnight status of the fireworks.

Inspection of Fireworks

- A representative from the fire department shall be at the preparation site prior to the arrival of the fireworks and shall work with the applicant and/or display shooter to ensure compliance with Township requests.
- Fireworks shall be inspected for safe use by Great Lakes Fireworks after delivery to the preparation site.
- If upon inspection, fireworks are not safe for use, they shall be made safe and/or secured according NFPA 1123 and rules established above.

Display Site

- The display is being fired from barges in West Grand Traverse Bay.
- The display barge or vessel(s) shall be escorted to the display site by authorized vessels.
- The largest shell to be used in the display is 10 inches. This requires that the display site shall have a minimum radius of 700 feet (1400 feet in diameter) or greater.
- The display site perimeter is to be secured to reduce the chance of unauthorized entry. This shall require the use of law enforcement or other appropriate marine vessels.
- The Traverse City Fire Department shall be notified of the display site location, and the location verified by both the Elmwood Township and Traverse City Fire Chiefs or designees.

Operations

- A reliable method of communicating with the lead shooter shall be made available to the Elmwood Township and Traverse City Fire Departments from the time the display barge leaves the dock until its return.
- Any substantial injury shall be transferred to the Clinch Park marina via law enforcement or fire service marine vessel. This shall require pre-event coordination with the Traverse City Fire Department and law enforcement agencies.

- Prior to the departure of the fireworks barge to the display site, the display operator shall demonstrate the safety function of the switch box and any other safety measures for the fire department officials as requested.
- Emergency procedures shall be described to the fire department representative which include the following information:
 1. Description of the means of alerting staff of emergencies.
 2. Identification of the signal and means to notify the display operator, sponsor, or both to terminate the loading or firing of fireworks in the event a hazard arises during the display.
 3. Identification of the means of notifying public emergency forces.
 4. Emergency reporting instructions describing the information that should be provided to emergency operators or responders.
- Conditions for the safe conduct of the display shall be assessed on the date of the display. If in the opinion of the fire department representative, the display poses a significant hazard to life or property, the fire department representative shall revoke approval for the display and shall immediately notify the permit applicant and display shooter.
- At the conclusion of the display, the lead shooter shall ensure all of the fireworks (product) has been fired or rendered safe prior to returning to the Discovery Pier. A minimum of 15 minutes after the last ignition shall be required prior to the barge returning to the Discovery Pier.
- All clean up and securing of unfired product shall rest with Great Lakes Fireworks.

Fire Department and Township Resources

- The fire department shall develop an Incident Action Plan for this event.
- The fire department shall provide a liaison between the Township and the display shooter/contractor to assist with meeting the requirements of the Township.
- The fire department liaison shall coordinate with the display shooter/contractor the arrival of the fireworks and the inspection of the preparation area.
- If, in the opinion of the fire department liaison, Township requirements are not being met or the safety and security of the preparation site cannot be maintained, the fire department liaison shall reserve the right to stop fireworks operations until the issues are corrected.
- The fire department may establish defensive suppression lines to the Discovery Pier which may be operated from outside the preparation area.
- The fire department may maintain a non-committed, staffed engine and ambulance during the event. No additional fire department crews should be required during the fireworks preparation and display.
- The fire department liaison shall be available and have communication with the lead shooter from the time the fireworks barge leaves until its return. He or she shall be able to mobilize and coordinate resources in the event of an emergency and shall ensure any unexploded fireworks have been made safe prior to the return of the barge to the Discovery Pier.
- It is recommended that additional lighting be used during the return and unloading of the fireworks barge. The fire department may assist with lighting the general area but cannot guarantee this service. It is recommended that the contractor/display shooter make other arrangements as necessary.

Shared Use Restrictions

The Discovery Pier provides water access for multiple organizations. No unauthorized person, occupied vessel, or activity shall be allowed to fall within the preparation site perimeter while the fireworks are on site. This includes employees and guests of the Rotary Camps and Services, the Discovery Center Great Lakes, the National Cherry Festival, and the other organizations sharing that facility on the dates of the event. It is understood, that due to this condition, special arrangements may need to be made. A letter of understanding, signed by the affected parties, is required to be on file with the Elmwood Township Fire Chief for a minimum one week prior to the day of the event. The letter shall have at a minimum, a list of the dates and times of restricted access, and a statement affirming that no unauthorized person, occupied vessel or activity will be allowed within the preparation site perimeter. Persons wishing authorization to be within the preparation site perimeter shall be required to contact the Elmwood Township Fire Chief. Excluded from this are those persons directly contracted for and essential to the safe delivery, preparation, and operation of the fireworks display.

Additional Documentation Requirements

- Charter Township of Elmwood Acknowledgement and Hold Harmless Agreement
- Signed Letter of Understanding regarding Shared Use Restrictions
- Letter from the property owner (Rotary Camps and Services) permitting the use of the Discovery Pier for the fireworks preparation and storage.
- Great Lakes Display Fireworks Safety Plan

Conclusion

This review is not a permit to conduct a fireworks display. These requirements are issued on behalf Elmwood Township Fire Department to the Charter Township of Elmwood Board to support the safe conduct of a fireworks display. The final decision for the issuance of a permit rests with the Elmwood Township Board.

Reviewed By: Elmwood Township Fire Chief Keith Tampa
 Date 5/5/2021

Reviewed By: Elmwood Township Supervisor _____
 Date _____

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR
PRELIMINARY

Date: 05/05/2021
Time: 4:36 pm
Page: 1

ELMWOOD TOWNSHIP

| Vendor Name | Vendor No. | Invoice Description | Check No. | Check Date | Check Amount |
|-------------------------------|-----------------|--------------------------------|-----------|-----------------------------|--------------|
| ACE HARDWARE | A020 | ACCT#23467 | 0 | 00/00/0000 | 16.31 |
| | | | | Vendor Total: | 16.31 |
| ACROSS THE STREET PRODUCTI | A027 | TRAINING SUBSCRIPTION | 0 | 00/00/0000 | 385.00 |
| | | | | Vendor Total: | 385.00 |
| ARCTIC GLACIER USA,INC | P171 | ACCT#40850596 | 0 | 00/00/0000 | 293.50 |
| | | | | Vendor Total: | 293.50 |
| TOM DONLEY | D006 | INSTALL MARKERS, BUOY, MOORING | 0 | 00/00/0000 | 1,024.00 |
| | | | | Vendor Total: | 1,024.00 |
| EARTHWORKS EXCAVATION, LLC | E006 | BLUE RIDGE PLOWING | 0 | 00/00/0000 | 170.00 |
| | | | | Vendor Total: | 170.00 |
| GRAND TRAVERSE COUNTY | G200 | ELMWOOD GREILICKVILLE WATER | 0 | 00/00/0000 | 22,587.03 |
| | | | | Vendor Total: | 22,587.03 |
| KROPP WELL DRILLING INC | K066 | WELL CHLORINATION | 0 | 00/00/0000 | 100.00 |
| | | | | Vendor Total: | 100.00 |
| KSS ENTERPRISES | K014 | CUST#ELMWO110 | 0 | 00/00/0000 | 43.21 |
| | | | | Vendor Total: | 43.21 |
| MCKESSON MEDICAL-SURGICAL | M067 | ACCT#58774672 | 0 | 00/00/0000 | 915.94 |
| | | | | Vendor Total: | 915.94 |
| NETLINK | M185 | TONER | 0 | 00/00/0000 | 1,687.00 |
| | | | | Vendor Total: | 1,687.00 |
| MIKE POBUDA | 821 | MILEAGE | 0 | 00/00/0000 | 7.84 |
| | | | | Vendor Total: | 7.84 |
| PURE WATER WORKS | P055 | | 0 | 00/00/0000 | 91.00 |
| | | | | Vendor Total: | 91.00 |
| SECURITY SANITATION, INC. | S085 | GHP PUMP LIFT STATION | 0 | 00/00/0000 | 283.40 |
| | | | | Vendor Total: | 283.40 |
| SUMMIT COMPANIES | K038 | CUST ID ELMWOOD385 | 0 | 00/00/0000 | 265.50 |
| | | | | Vendor Total: | 265.50 |
| THIRLBY AUTOMOTIVE | T020 | ACCT#6700 | 0 | 00/00/0000 | 77.69 |
| | | | | Vendor Total: | 77.69 |
| VISIBLE DIFFERENCE BLDG. MAIN | V002 | | 0 | 00/00/0000 | 135.00 |
| | | | | Vendor Total: | 135.00 |
| WINDEMULLER | W024 | ANNUAL MARINA INSPECTION | 0 | 00/00/0000 | 1,708.00 |
| | | | | Vendor Total: | 1,708.00 |
| | | | | Grand Total: | 29,809.42 |
| | | | | Less Credit Memos: | -19.00 |
| | | | | Net Total: | 29,790.42 |
| | | | | Less Hand Check Total: | 0.00 |
| | | | | Outstanding Invoice Total : | 29,790.42 |
| | Total Invoices: | 24 | | | |