

Treasurer's Report reflects
bank account balances

Treasurer's Report

AUGUST 2024

LIQUIDITY PORTAL INVESTMENTS

		RUNNING BALANCE	OPENING VALUE	DIVIDEND AMOUNT
#101 General Fund	General Fund Huntington	\$ 223,851.25	\$ 1,633,669.00	\$ 7,284.11
#203 Metro Authority	Huntington Bank	\$ 54,764.88		
#206 Fire Fund	Huntington Bank	\$ 115,564.63	\$ 924,052.27	\$ 4,131.83
#590 Sewer CD Mat Moy 2018	Sewer Huntington	\$ 161,379.09	\$ 1,285,329.66	\$ 5,679.59
#591 Timberlee H20	Huntington Bank	\$ 137,689.35	\$ 279,424.10	\$ 1,230.09
#592 Greilickville H20	Huntington Bank	\$ 71,736.39	\$ 73,122.20	\$ 321.94
#594 Marina	Marina Huntington	\$ 136,019.66	\$ 1,987,071.11	\$ 9,054.49
#701 Trust & Agency	Huntington Bank	\$ 1,517.59		
#703 Current Tax	Huntington Bank	\$ 754,190.44		
#816 GSAD Receivable	Savings Huntington	\$ 21,541.61		
#820 Maintenance E.R. Rds	Huntington Bank	\$ 12,574.97		
#821 Maintenance S.B. Rds	Huntington Bank	\$ 6,971.69		
#861 Boyview Estates Lights	Huntington Bank	\$ 2,638.60		
TOTAL		\$ 1,700,440.15	\$ 6,182,668.34	\$ 27,702.05

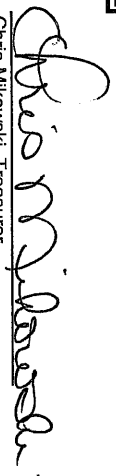
INVESTMENT ACCOUNTS CD'S

PURCHASED AMOUNT

CURRENT VALUE

#590 Morgan Stanley	\$150,000.00	\$ 149,707.50
		\$ 3,558.38
TOTAL		\$ 153,265.88
GRAND TOTAL		\$ 8,064,076.42

Connie M. Preston, Clerk


Chris Mikowski, Treasurer

To: Elmwood Township Board
 From: Sarah Clarren, Planner/Zoning Administrator
 RE: August 2024 Planning and Zoning Report

PERMITS:	8/2024	8/2023	YTD 2024	YTD 2023
Single Family Dwelling	2	1	17	7
Attached SFD	0	0	0	0
Accessory Building	0	0	3	3
AG Building	0	0	1	3
Residential Addition	0	0	1	5
Deck	1	0	10	6
Sign	1	1	2	1
Commercial	0	1	4	2
B&B	0	0	3	0
Misc.	1	4	5	5
Total Permits	5	7	46	57
Fees Collected	\$300	\$1,371.40	\$5,436.57	\$4,566

Zoning Board of Appeals:

August 7, Regular Meeting. No new hearings; *reviewed and approved minutes.*

September 4, Regular Meeting. Case #2024-03. Request by Roger Landis regarding property at 10989 S West-Bay Shore Dr for an 18’ front yard setback variance to construct front porch. Proposed front porch would not encroach further into front setback than existing home.

Planning Commission:

August 15, Special Meeting. Master (Comprehensive) Plan Community Open House – *Consultant facilitated an open house with multiple poster boards intended to garner community input regarding the Plan. Approximately 40 people attended and many stayed for quite some time.*

August 20, Regular Meeting. 1) Introduction. SPR/SUP 2024-05 – Request by Field la Femme Properties LLC regarding property at 10051 S Lake Leelanau Dr for work described as ‘Farm Club.’ The request is for the expansion and relocation of the Farm Market building previously approved by the Planning Commission on 10/24/2023 – *Commission scheduled for 9/17.* 2) Commission Discussion on 8/15 Community Open House. 3) Meeting schedule and schedule special meeting to discuss text amendment ZO 2017-04-23 – Aligning and Reforming Alcohol regulations – *Commission moved November meeting from 11/12 to 11/13 and determined to discuss the text amendment at the 9/17 meeting.*

September 17, Regular Meeting. Agenda not yet finalized, but will include 1) Extension Request. SPR/SUP 2023-10 – Request by Dusty Christensen regarding property at 10051 S Lake Leelanau Dr for an Agricultural Commercial Enterprise (Farm Market) and a Microbrewery (SPR) on a parcel containing ‘Farm Club.’ *1 year extension requested.* 2) Public Hearing. SPR/SUP 2024-05 Farm Club Expansion, 3) Public Comment specific to discussion topic, followed by Commission Discussion. Additional discussion on Text amendment ZO 2017-04-23 – Aligning and Reforming Alcohol regulations, per Township Board’s request.

Office Updates:

STRs. 93 licenses for 2024 have been issued. 11 applications are on waitlist.

Trainings/Conferences. Staff will be attending the MI APA Conference 9/25-9/27.

Parks. Preliminary plans were discussed with Parks and Recreation Committee at their August meeting; plans have been revised and will return for discussion at the Committee level on 9/10. Shortly thereafter conceptual plan and estimated costs will be before the Board. Equipment update: equipment approved by the Township Board at the last meeting has been ordered; no estimated arrival date; Tot’s Choice Structure is expected the week of 9/23.

Northwest Regional Airport Authority (NRAA) Joint Airport Zoning Board. First meeting scheduled for 9/11.

Master (Comprehensive) Plan. 8/15 Community Open House had approximately 40 attendees. Survey is closed and we received 321 responses. Beckett & Raeder continuing to work on chapters which will likely be discussed by the Commission later this fall.

Harbor Masters Report
September 9, 2024

1. Construction Update
 - a. Met with RCI and Ray to go over Changes
 - i. Trash Enclosure Size Changed to reduce Cost
 - ii. Counter in Day Room Removed
 - iii. Hold on Trees on South end of Property till Dinghy Storage Resolved
 - iv. Challenged Electrical Change Order Cost – Being Redone
 - v. Removed Retaining Wall from Front of Marina Bldg – Reduced Cost
 - vi. Added Sink to Laundry Room
 - vii. Removed Epoxy Coating for Pavilion and will do after construction along with park pavilions and fish station in Spring
 - b. Power turned off Friday 9/6
 - c. Shower Trailer onsite and functional
 - d. Site Ready with Grill and Table removed from Pavilion
 - e. Washer and Dryer Removed and stored
2. Pavilion Ready to relocate next to Shipping Container
 - i. Why not according to original plan
 - ii. Plan to Shrink Wrap for storage for Winter
3. Fish Cleaning Station Charges for 2025 posted at Cleaning Station to notify all who will be affected in advance.
4. Door Locks at Park Ordered, but not yet installed
5. Winter Storage Contracts sent to all storage customers
 - a. Each boat assigned location in lot
 - b. Crane Schedule shared with all and dates assigned
 - c. Truck haul out schedule assigned
 - d. Total # of boats and revenue will exceed last year
6. Slip Holder Contracts To be sent by 10/1/24
7. Personnel update
 - a. Started with 18 employees and now down to 6 to Close for season
 - b. Ian has committed to assist last two weeks of October
8. Fire Suppression Repair for Docks
 - a. Chief Tampa getting understanding of Requirement
 - i. He prefers the system is repaired
(Need Discussion)

9. Fish Grinder
 - a. Fish Samples Provided to Johua Lycka of TC Wastewater Treatment Plant
 - b. He feels confident that it will be approved
 - c. He will complete testing within a week.
 - d. Cost for testing to be paid by Elmwood – Est \$100
 - e. Dan will request info from Wade Trim re original plans
 - f. Dan will request Quote for Installation and Equipment if Approved
10. 2025 Personnel Needs Presentation for October Meeting
 - a. Local Part time Wage Survey
 - b. Job Titles and Job Descriptions along with proposed hourly minimum and maximum rates by Job Title
 - c. Discuss objectives
 - i. Hire more retirees
 - ii. Seek long-term returning employees year to year
 - iii. Include incentive for completing season (Tip Pool & Hourly Bonus)
 - iv. Begin hiring during off season
11. Repurpose of Fingers for Dinghy use
 - a. Discussions with RCI and Flotation Systems to repair fingers for use in future as Dinghy docks.
12. All Marina Closing Procedures will be documented
 - a. Stage & Park Crane Out Boats
 - b. Pull Mooring Balls and Channel Markers
 - c. Blow Out Fire Suppression
 - d. Blow Out Dock Water Lines – Schedule Compressor with TC Rental
 - e. Blow Out Fish Cleaning Station
 - f. Blow Out Office Sink
 - g. Shrink Wrap Fish Station
 - h. Shut down Fish Freezer – GT Refrigeration – Document Procedure
 - i. Blow Out Mechanical Room
 - j. Shut Down Marina Bathrooms
 - k. Blow Out Irrigations System
 - l. Put Fans in on C-Dock
 - m. Pull Life Rings
 - n. Pull Pump Out Hoses – Flush First
 - o. Pull Fire Extinguishers
 - p. Pull South Dinghy Dock
 - q. Move Dinghy Racks to Close North Gate

**CHARTER TOWNSHIP OF ELMWOOD
REGULAR BOARD MEETING
AUGUST 12, 2024
IN THE TOWNSHIP HALL**

Call to Order

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

Pledge of Allegiance

Supervisor Shaw led the Pledge of Allegiance.

Roll Call

Present: Chris Mikowski, Terry Lautner, Dave Darga, Kyle Trevas, Jeff Shaw, Jordan Gallagher, and Connie Preston

Excused: None

Declaration of Conflict of Interest

None

Public Hearing Zoning Ordinance Amendment 2024-03, Alcohol Regulation

The public hearing was opened at 6:02 p.m.

Chris Fredrickson, Owner/Operator of TC Whiskey said, we have been working together for the past six years trying to create a process for distilleries like ours, to both be planned and executed on that planning. In six years we have developed a project that we believe will benefit our company and community and have been operating under our understandings with the Township. We believe that TC Whiskey is a brand the community can be proud of and proud to have Elmwood Township as our home. We've had a chance to review the proposed changes and it seems that they are designed to discourage and target businesses like ours. We do not believe that they apply to us. We have spent millions of dollars and years in construction upon a different set of rules and those rules cannot be changed as they pertain to us but to any other businesses like ours these new restrictions will make it impossible to operate a successful vineyard or distillery. It certainly would do that to ours and force us into an uncomfortable choice if these restrictions were attempted to be imposed on us, TC Whiskey. Before approving this, we ask that you evaluate the actual goal, as an example, if we're going through this exercise to tighten some boundaries with craft breweries or breweries alike. If you want distilleries and vineyards, you do not want these new restrictions, thank you.

The public hearing was closed at 6:04 p.m.

Public Comment

None

Consent Calendar:

Department Reports:

Treasurer
Planning/Zoning
Fire Chief Report

Committee Reports:

Minutes:

7-8-24
7-23-24

Post Audit Invoices 7-1-24 through 7-31-24

MOTION BY TRUSTEE DARGA, SECONDED BY CLERK PRESTON TO APPROVE THE CONSENT CALENDAR AS PRESENTED. The motion passed unanimously by a voice vote.

Agenda approval

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE GALLAGHER TO APPROVE THE AGENDA AS PRESENTED. Motion passed unanimously by a voice vote.

Supervisor Remarks

Supervisor Shaw submitted a written report and added that he will be attending a Michigan Natural Resources Trust Fund Tour

Trustee Remarks

None

Engineer's Report

None

Other Officer Remarks

None

Communications from the Clerk

Clerk Preston stated that our voter turnout was 28%.

Old Business

None

New Business

Consideration of Text Amendment 2024-03/Alcohol Regulations

Planner Sarah Clarren stated that this the third month the Board has been talking about this. This is the second public hearing before the Board. She created a new document to try to show and visualize a different way to show that the Township is not reinventing the wheel with this text amendment. Clarren relayed that when she met with Fredrickson on Friday only two concerns of the text were made, the first being a definition which was from the State and the second being planting requirements. Clarren indicated that anyone can seek a variance from any dimensional requirement in the Ordinance and noted that in the proposed text, an increase in the lot coverage requirement can be approved by the Planning Commission. She relayed that the proposed text is more lenient in certain things. The size of a tasting room is increased from 2000 sq. feet to 2500 sq. feet and allows seating indoors and outdoors where the current is only indoors. She stated that the current text has no requirements for planted crops for breweries and distilleries. This text would align all the uses.

The Board discussed potential impact on TC Whiskey's project. Clarren indicated that she still has not been provided with an adequate document regarding work done on the 2022 approval for the addition to the distillery (use approved in 2018 as a change of use), the tasting room, offices, and visitor's center. Discussion ensued on substantial construction and what variances would be necessary for the project if the text amendment passed and substantial construction had not been reached on the 2022 approval.

Board members voiced support over tying growing to uses in the agricultural district, but also concern over impact to long-term projects. Clarren indicated that putting the proposed text amendment aside, if substantial construction has not occurred onsite, then the approval would expire as approvals are not valid indefinitely. Approvals are valid indefinitely if substantial construction has been reached; any modifications would need to meet the requirements in effect at the time of approval. Clarren relayed that these sections in the Ordinance have been flagged as major issues for some time and staff had time to look at it over the winter; the Board can base their decision on the text amendment on anything but the proposed text closes many gaps in our Ordinance.

The Board discussed how the proposed planting requirement could be met in winter. Trustee Mikowski questioned past zoning of the site, classifications of the site and if it was feasible to have an industrial-agricultural

district; Clarren relayed that could be possible, but the Ordinance would need to be amended. It was added that assessing classifications and zoning districts do not always align. Trustee Darga asked if anything has been planted onsite to which Clarren said she does not believe so; Fredrickson said no, but noted that the land has been tilled. The Board continued to discuss proposed and current planting requirements.

Shaw asked for a motion. Darga made a motion to approve as presented but there was no support. Motion failed. Mikowski offered that the text could go back before the PC and Fredrickson could attend and present his argument of what it is we need to change, and then as a Planning Commission, they can decide if we need to tweak or change anything, then have it come back to the board. Preston would like input from someone else with a distillery. Chris Fredrickson was asked to comment. Fredrickson said there has been several exchanges between Sarah and his team in the last week. Our team has a better understanding of the process here that made it clear to us. He said that under no circumstance would I approve the language as it is written and as a business owner and resident can commit to you to work with Sarah to create a better understanding of words that have been chosen. There are several items that don't make sense for the livelihood of a brewery, distillery, or winery. It is a big lift to help the Township because we are running a business. There a lot of reasons that we are being delayed. What is before you does not make sense as regards to the practical operations of a winery, distillery, or brewery. Preserving the agricultural essence of the properties is there but is not written well. It is written by an attorney not by a practicing professional so there is a way to do this but if you were to take this language and apply it in a literal sense, the practice doesn't make sense. So I would ask and commit to taking time and resources from our company which is not small which is why it's been three months but only in last 45 or 60 days have we understood it more thoroughly, so I would recommend that the way it's written needs to be updated for practical application.

Shaw said we want to make it so someone can make it successful but not just for one but for everybody. We need information from a broader range. Darga would like to see specific terms or we will have the same thing at the Planning Commission.

MOTION BY TREASURER MIKOWSKI, SECONDED BY TRUSTEE GALLAGHER TO SEND IT BACK TO THE PLANNING COMMISSION FOR REEVALUATION. The motion passed 6-1 by a roll call vote with Trustee Darga voting no.

Timberlee Water Updated Cost Estimates

Wade Trim engineer Ken Schwerdt and GT County DPW Director John Divozzo presented the updated cost and plans for the project.

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE GALLAGHER TO APPROVE THE PLANS AS PRESENTED BUT LOOK INTO THE COST OF A PROPANE VS. DIESEL GENERATOR. The motion passed unanimously by a voice vote.

Health Benefits Extension to Dependents

MOTION BY TRUSTEE LAUTNER, SECONDED BY TRUSTEE TREVAS TO AUTHORIZE THE MEMORANDUM OF UNDERSTANDING WITH THE ELMWOOD PROFESSIONAL FIRE FIGHTER'S UNION. The motion passed unanimously by a voice vote.

Schedule Special Meeting

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE GALLAGHER TO SCHEDULE A SPECIAL BOARD MEETING FOR AUGUST 19, 2024 AT 6:00 P.M. TO DISCUSS A MULTITUDE OF MARINA ITEMS. The motion passed unanimously by a voice vote.

Payment of Invoices

MOTION BY TRUSTEE DARGA, SECONDED BY CLERK PRESTON TO PAY THE INVOICES IN THE AMOUNT OF \$279,095.28. Motion passed unanimously by voice vote.

Extended Public Comment

Jim O'Rourke

Adjournment

Supervisor Shaw adjourned the meeting at 7:29 p.m.

DRAFT

**CHARTER TOWNSHIP OF ELMWOOD
SPECIAL BOARD MEETING
AUGUST 19, 2024 IN THE TOWNSHIP HALL**

Call to Order:

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

Roll Call:

Present: Jeff Shaw, Connie Preston, Terry Lautner, Dave Darga, Chris Mikowski, Jordan Gallagher and Kyle Trevas

Excused: None

Declaration of Conflict of Interest

Supervisor Jeff Shaw stated that he hasn't charter fished this year but may do so again and discussion of fees would have a direct financial impact on him. MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE TREVAS TO RECUSE SUPERVISOR SHAW FROM THE CHARTER FISHING FEES DISCUSSION. The motion passed unanimously by a voice vote.

Supervisor Shaw informed the Board that John Divozzo, director of the GT County Department of Public Works passed away last Tuesday and he will be really missed. He added that he has been working with the Board of Public Works to figure out an interim plan.

Public Comment

None

Agenda Approval

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE GALLAGHER TO APPROVE THE AGENDA AS PRESENTED. The motion passed unanimously by a voice vote.

New Business

Marina Operations

Harbormaster Dan Jenuwine presented his proposals to the Board.

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE LAUTNER TO ADOPT THE 2025 SEASON RATES AS SET BY THE DNR USING RATE TIER 1, WITH A 3% UPCHARGE FOR CREDIT CARD FEES. The motion passed 6-1 with Trustee Trevas voting no.

It was the consensus of the Board to maintain the current fee for the Northwest Wall docking.

MOTION BY TRUSTEE TREVAS, SECONDED BY TRUSTEE GALLAGHER TO APPROVE THE COMMERCIAL RATE STRUCTURE AS OUTLINED IN THE MEMO. The motion passed unanimously by a voice vote with Supervisor Shaw abstaining.

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE LAUTNER TO APPROVE THE TRANSIENT DAILY MOORING, CRANE HAUL OUT OR LAUNCH, MAST STEPPING OR REMOVAL RATES AS PRESENTED AND THE WINTER STORAGE RATE AT \$2.25. The motion passed 6-1 with Trustee Trevas voting no.

Mr. Jenuwine wished to table the launch rates until after the season is over.

MOTION BY TRUSTEE TREVAS, SECONDED BY TRUSTEE DARGA THAT THE DAILY LAUNCH FEE IS FOR 24 HOUR IN AND OUT WITH PARKING INCLUDED. The motion passed unanimously by a voice vote.

Harbormaster Dan Jenuwine requested authorization to pay for electrical improvements to enable docking on the ends of the docks. Trustee Darga stated that boats should not be at the end of the docks. They are in a navigable channel. Mr. Jenuwine will not put any more boats on the ends of the dock until he does more research.

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE LAUTNER TO APPROVE THE HARBORMASTER'S PROPOSAL TO USE A SLIDING SCALE FOR TRANSIENT RATES DURING THE SHOULDER SEASONS AND GIVE IT A TRY. The motion passed unanimously by a voice vote.

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE TREVAS TO ACCEPT THE PROPOSAL OF CHARGING FOR THE FISH CLEANING STATION IN THE AMOUNT OF \$300.00 FOR THE SEASON FOR COMMERCIAL OPERATORS, \$50.00 SEASONAL FOR NON-COMMERCIAL AND \$10.00 FOR A ONE TIME USE, CONTINGENT ON THE GRANT REQUIREMENTS. The motion passed unanimously by a voice vote.

Mr. Jenuwine updated the Board stating that the power cannot be disconnected until the week of September 16th delaying the demolition of the buildings. He would like to delay the arrival of the shower trailer for two weeks.

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE TREVAS TO DELAY THE TRAILER FOR TWO WEEKS AND PAY THE EXTRA FEE. The motion passed unanimously by a voice vote.

MOTION BY TRUSTEE TREVAS, SECONDED BY TRUSTEE LAUTNER TO APPROVE THE \$525.00 TO MOVE THE LIGHT POLE (AT THE LAUNCH) AND \$125.00 FOR POWER TO THE SHOWER TRAILER. The motion passed unanimously by a voice vote.

Mr. Jenuwine commented that Supervisor Shaw had an idea to relocate the boater's picnic pavilion to the north end of the marina near the relocated trash dumpster, enclose the sides and use it for marina storage.

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE LAUTNER TO SPEND UP TO \$10,000.00 TO RELOCATE AND ENCLOSE THE BOATER'S PAVILION. The motion passed unanimously by a voice vote.

The Harbormaster brought back his request to install automatic door locks at the GHP restrooms. The staff has had some very bad experiences cleaning messes in the restrooms. MOTION BY TRUSTEE LAUTNER, SECONDED BY CLERK PRESTON TO ALLOW THE INSTALLATION OF TWO AUTOMATIC PROGRAMMED DOOR LOCKS ON A TRIAL BASIS, AND LOCK THE SOUTH END RESTROOMS AT MARINA CLOSING. The motion passed unanimously by a voice vote.

Harbormaster Dan Jenuwine shared his idea of renting out the new boaters building to the public during the winter. He mentioned this now because if it was a possibility, we may want to put in a more attractive floor. Supervisor Shaw and Mr. Jenuwine will speak with Ray Kendra about the floor.

Mr. Jenuwine spoke with our Township Attorney regarding prohibiting the smoking of marijuana on marina property due to some complaints of the smell. He provided the memo from our attorney stating that we have the right to do that. MOTION BY TRUSTEE LAUTNER, SECONDED BY TRUSTEE DARGA TO PROHIBIT THE SMOKING OF MARIJUANA ON MARINA PROPERTY. The motion passed 6-1 with Trustee Trevas voting no.

Mr. Jenuwine presented the updated Marina Rules, highlighting some minor amendments. It was the consensus of the Board to note the following: allow the underwater cleaning of boats by a licensed diver and with notification to the Harbormaster, no fishing allowed in the marina, allow the commercial operations but add language about timing and not picking up customers at the docks and to notify the harbormaster of activities. MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE LAUTNER TO HAVE EXHIBIT J APPROVED WITH THE NOTES TAKEN. The motion passed 6-1 with Trustee Trevas voting no.

Harbormaster Dan Jenuwine presented the new seasonal boat slip and buoy permit agreements and added that they have been vetted by our Township Attorney. Trustee Darga asked that the requirement for slip-holders to notify the Harbormaster of a sale or ownership transfer of a boat be stated in the agreement. Darga verified that the liability insurance was raised to \$500,000.00. MOTION BY TRUSTEE DARGA, SECONDED BY TREASURER MIKOWSKI TO APPROVE THE NEW RENTAL AGREEMENT, ELMWOOD CHARTER TOWNSHIP MARINA SLIP/BUOY RENTAL AGREEMENT, INCLUDING THE WINTER DRY STORAGE AGREEMENT. The motion passed unanimously by a voice vote.

Mr. Jenuwine then gave a background of the damage to the fire suppression system on the docks explaining that the insurance company declared it to be normal wear and tear which he disagrees with. He recommends that we do not reinstall the system. He feels that the firefighters can pull hoses down the dock or could place 100 foot hoses down each dock. The repair would be a fifty or sixty thousand dollar repair. He will work with the Fire Chief to see what the Chief would like to do.

He presented a transient slip cancellation policy to the DNR. He will present it at the DNR's annual conference.

He met with Michigan Broadband and will continue to look for solutions to get the wi-fi to every slip.

Mr. Jenuwine recommended that the asphalt at the marina be sealed as they are already seeing cracks. Also, the concrete at the fish cleaning station and pavilions is stained. He recommends an acid wash to clean and then seal it. He is still looking for solutions for the spiders on the docks that are safe to be applied over water. He then gave a quick review of the survey results from the slip holders. He would also like to schedule a long-term planning discussion.

Public Comment

None

Adjournment

Supervisor Shaw adjourned the meeting at 8:41 p.m.

DRAFT

**CHARTER TOWNSHIP OF ELMWOOD
SPECIAL BOARD MEETING
AUGUST 28, 2024 IN THE TOWNSHIP HALL**

Call to Order:

Supervisor Shaw called the meeting to order at 1:30 p.m.

Roll Call:

Present: Jeff Shaw, Connie Preston, Terry Lautner, Dave Darga, Chris Mikowski, and Kyle Trevas

Excused: Jordan Gallagher

Declaration of Conflict of Interest

None

Public Comment

None

Discussion of Attorney Services

Supervisor Shaw shared that our attorney Bryan Graham may be retiring some time within the next year. Mr. Graham advised that if we have any long-term projects, we should engage the services of another attorney to handle them. Talking with staff from other townships, Scott Howard or Jeff Jocks were recommended for anything that may come up soon. There was consensus of the Board to ask one of them to handle any immediate needs. They could also be eventual replacements for Bryan Graham. Long-term, the Board would like to conduct a further search, including around Northern Michigan. The Board discussed other firms that may still handle municipal law.

Public Comment

None

Adjournment

Supervisor Shaw adjourned the meeting at 1:55 p.m.

Check Register Report

Date: 09/04/2024

Time: 3:33 pm

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ELMWOOD TOWNSHIP

BANK:

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Checks								
39056	08/15/2024	Printed			01151	ADDICTION TREATMENT SERVICES	PAVILION DEPOSIT REFUND	50.00
39057	08/15/2024	Printed			01150	ELIZABETH ARDAN	PAVILION DEPOSIT REFUND	50.00
39058	08/15/2024	Printed			01159	ROBERT BAKER	PAVILION DEPOSIT REFUND	50.00
39059	08/15/2024	Printed			505	HEATHER BOIVIN	PAVILION DEPOSIT REFUND	50.00
39060	08/15/2024	Printed			01153	SARAH BOYD	PAVILION DEPOSIT REFUND	50.00
39061	08/15/2024	Printed			01160	TOM BROWN	PAVILION DEPOSIT REFUND	50.00
39062	08/15/2024	Printed			368	CEDAR LAKE ASSOCIATION	PAVILION DEPOSIT REFUND	50.00
39063	08/15/2024	Printed			01097	VIRGINIA CLARK	PAVILION DEPOSIT REFUND	50.00
39064	08/15/2024	Printed			01156	GAIL ERICSON	PAVILION DEPOSIT REFUND	50.00
39065	08/15/2024	Printed			01157	GRAND TRAVERSE BAND	PAVILION DEPOSIT REFUND	50.00
39066	08/15/2024	Printed			01152	TOM HUPPERTZ	PAVILION DEPOSIT REFUND	50.00
39067	08/15/2024	Printed			836	JENNIFER KHARIN	PAVILION DEPOSIT REFUND	50.00
39068	08/15/2024	Printed			01155	JUPITER LEONARD	PAVILION DEPOSIT REFUND	50.00
39069	08/15/2024	Printed			01162	JASON MANKE	PAVILION DEPOSIT REFUND	50.00
39070	08/15/2024	Printed			N082	NORTHWEST LAWN CARE	E TIMBERWOODS RD	350.00
39071	08/15/2024	Printed			01154	BETH NUNNELLEY	PAVILION DEPOSIT REFUND	50.00
39072	08/15/2024	Printed			01158	ANNETTE PAYNE	PAVILION DEPOSIT REFUND	50.00
39073	08/15/2024	Printed			1568	CAROL PECK	PAVILION DEPOSIT REFUND	50.00
39074	08/15/2024	Printed			389	JACKIE SCHICHEL	PAVILION DEPOSIT REFUND	50.00
39075	08/15/2024	Printed			1609	SONS OF NORWAY	PAVILION DEPOSIT REFUND	50.00
39076	08/15/2024	Printed			01161	TRAVERSE CITY OPTIMIST CLUB	PAVILION DEPOSIT REFUND	50.00
39077	08/20/2024	Printed			B014	BECKY BARNES	ELECTION	388.08
39078	08/20/2024	Printed			B061	JEFF BEAMSLEY	ELECTION MILEAGE	32.16
39079	08/20/2024	Printed			B031	BEVERLY BEAUCHAMP	ELECTION	256.78
39080	08/20/2024	Printed			1019	DONALD BEEM	ELECTION MILEAGE	45.56
39081	08/20/2024	Printed			B124	KAREN BRITTON	ELECTION MILEAGE	16.08
39082	08/20/2024	Printed			1013	GRETCHEN GLADIEUX	ELECTION MILEAGE	24.12
39083	08/20/2024	Printed			G430	THOMAS GUTOWSKI	ELECTION MILEAGE	16.08
39084	08/20/2024	Printed			H072	CAROLYN HOBBS	election	275.45
39085	08/20/2024	Printed			1017	LESLIE JULIAN	ELECTION MILEAGE	22.78
39086	08/20/2024	Printed			K027	BRETT KAUFMAN	ELECTION	391.02
39087	08/20/2024	Printed			K026	JEFFRAY KESSLER	ELECTION MILEAGE	21.44
39088	08/20/2024	Printed			1016	KENDRA LUTA	ELECTION MILEAGE	23.45
39089	08/20/2024	Printed			M055	REBECCA MASON	ELECTIONS	380.10
39090	08/20/2024	Printed			P0141	SCOTT POTTER	ELECTION	311.75
39091	08/20/2024	Printed			973	MARY SALGAT	ELECTION MILEAGE	20.10
39107	08/23/2024	Printed			A127	AT&T MOBILITY	ACCT#287303700094	287.04
39108	08/23/2024	Printed			B111	BLUECROSS BLUESHIELD OF MI	GROUP 007015150710	438.87
39109	08/23/2024	Printed			01165	JESSICA CARMEN	PAVILION DEPOSIT REFUND	50.00
39110	08/23/2024	Printed			C010	CHERRYLAND ELECTRIC COOP	ACCT#9902700	106.55
39111	08/23/2024	Printed			01167	COMMON GOOD BAKERY	PAVILION DEPOSIT REFUND	50.00
39112	08/23/2024	Printed			C040	CONSUMERS ENERGY	ACCT#1000 2967 1334	4,381.59
39113	08/23/2024	Printed			M020	DTE ENERGY	ACCT#9100 218 4472 5	291.94
39114	08/23/2024	Printed			01164	JEFFREY GLIKMAN	PAVILION DEPOSIT REFUND	50.00
39115	08/23/2024	Printed			G046	GRAYBAR FINANCIAL SERVICES	CONTRACT#100-8704031-001	457.10
39116	08/23/2024	Printed			01166	GREAT LAKES ORTHOPAEDIC CENTER	PAVILION DEPOSIT REFUND	50.00
39117	08/23/2024	Printed			G425	GUARDIAN	GROUP 357 534	418.75
39118	08/23/2024	Printed			01092	KULTURA REAL ESTATE	PAVILION DEPOSIT REFUND	50.00
39119	08/23/2024	Printed			01163	SERENITY LYNCH	PAVILION DEPOSIT REFUND	50.00
39120	08/23/2024	Printed			M208	MICHIGAN BROADBAND SERVICES	ACCT#0371011752	434.45
39121	08/23/2024	Printed			01137	JAMES PALMER	PAVILION DEPOSIT REFUND	50.00
39122	08/23/2024	Printed			P043	PRIORITY HEALTH	GROUP ID 790105	3,684.64
39123	08/23/2024	Printed			S097	SPECTRUM VOIP	ACCT#2319460921	36.17

Check Register Report

Date: 09/04/2024
 Time: 3:33 pm
 Page: 2

ELMWOOD TOWNSHIP

BANK:

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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Checks

39124	08/23/2024	Printed			V023	VSP	CLIENT ID 30031936	210.64
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Total Checks: 54

Checks Total (excluding void checks):

14,672.69

Total Payments: 54

Bank Total (excluding void checks):

14,672.69

Check Register Report

Date: 09/04/2024

Time: 3:33 pm

Page: 3

ELMWOOD TOWNSHIP

BANK: ONLINE PAYMENTS

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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ONLINE PAYMENTS Checks

500043	08/15/2024	Printed			S146	SUPERFLEET MASTERCARD PROGRAM	FB 627	1,208.20
500044	08/15/2024	Printed			W029	WEX BANK	ACCT 0481-00-855658-1	35.43

Total Checks: 2	Checks Total (excluding void checks):	1,243.63
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Total Payments: 2	Bank Total (excluding void checks):	1,243.63
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Total Payments: 56	Grand Total (excluding void checks):	15,916.32
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Supervisor's Report

September 9, 2024

1. Clerk Preston, Treasurer Mikowski and I have had a 3 calls with Bond Counsel and Standard and Poors regarding our bond sale. Looks like we are on track. Looks like the total will be around \$3,000,000.
2. On 8/26/24 the judge granted our summary disposition in the Kelly lawsuit.
3. We had a special meeting for the Board of Public Works on 9/29/24 to complete the agenda from our 8/15/24 meeting which was canceled after John Divozzo's death. We also discussed moving forward. Kent Nothstine (the shop manager) was appointed interim director until a permanent replacement can be hired. Grand Traverse County Human Resources is assisting the Board of Public Works in the process.
4. I met with Frank Noverr at his property on 8/19/24. We are attempting to get permission for our Fire Chief to do a site visit to determine if the driveway meets the requirements of the consent agreement.
5. Sarah Clarren and I met with Matt McDonough and the architects regarding their plans for the Freshwater Research and Innovation Center on 8/19/24.
6. On 8/13/24 I attended the Michigan Natural Resources Trust Fund event at the Boardman Lake Trail and the Conservancy office in East Bay Township. I made some great connections that will hopefully result in additional funding for the Cherry Bend Road trail.



LEELANAU COUNTY DRAIN COMMISSION

Steve Christensen, *Drain Commissioner*

8527 E. Government Center Dr., Suite #205, Suttons Bay, MI 49682 ■ 231-256-9783

www.leelanau.cc ■ schristensen@co.leelanau.mi.us

9/1/24

Jeff Shaw
Elmwood Township Supervisor
10090 E. Lincoln Rd
Traverse City, MI 49684

Re: Consideration of a petition to the Leelanau County Drain Commissioner.

Dear Jeff,

We are requesting that the Elmwood Township Board consider a resolution and petition to direct the Leelanau County Drain Commissioner move forward to address the flooding that occurs to the properties just south of the intersection of Carter Road and M22.

This is at the low point of that portion of the watershed with no outlet for the stormwater.

We have met with MDOT with respect to this problem and they have modified their plans for the M22 project to accommodate a potential fix.

We have also met with the County Road Commission to coordinate the replacement of two culverts on Cater Road that will enhance stormwater flow to the north to help relieve some of the flooding.

The petition will allow the Drain Commission to schedule the Board Of Determination at which the need of the project is determined and at the same time we can move to expand the district to include the properties that are affected. (this is allowed because the properties are immediately adjacent to the boundary of the existing District)

By having the Township do the petition, we need only one notice to the landowners of the district making it the most economical path for us to move forward.

More details on how the District works with regard to financing, design, construction and payment will be provided at the meeting on the 9th.

Thankyou for allowing the time for us to make this presentation.

Sincerely,


Steven R Christensen / Drain Commissioner Leelanau County

Township Board for the Charter Township of Elmwood

RESOLUTION AUTHORIZING A PETITION FOR THE MAINTENANCE AND IMPROVEMENT OF A COUNTY DRAIN

ELMWOOD TOWNSHIP DRAIN #1

At the regularly scheduled meeting of the Township Board for the Charter Township of Elmwood, County of Leelanau, State of Michigan, held on the _____ day of _____, 20__.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Elmwood Township is a Charter Township (“Township”) and is a Michigan municipal entity and the Township is acting through its legislative body, the Elmwood Township Board; and

WHEREAS, the Elmwood Township Drain #1 (“Drain”) is an existing county drain located in both Elmwood Township and Traverse City, County of Leelanau, and has been established pursuant to the Michigan Drain Code, Public Act 40 of 1956, as amended (the “Drain Code”); and

WHEREAS, Section 191 of the Drain Code authorizes a municipal township board to file a petition with the County Drain Commissioner if the maintenance and improvement of an existing county drain is necessary for the public health, convenience or welfare of such municipality and the municipality will be liable for an assessment at-large for a percentage of the costs for the maintenance and improvement of the proposed drain project, pursuant to Chapter 8 of Public Act 40 of 1956, as amended; and

WHEREAS, the maintenance and improvement of the Drain is necessary to address: Flooding and drainage issues near Carter Rd. & M-22, locations along Carter Rd. and subsequent drainage issues within areas of the proposed drainage district.

NOW, THEREFORE BE IT RESOVLED THAT, the Township Board of Elmwood does authorize that a petition for maintenance and improvement be made in the name of the Township for the Elmwood Township Drain #1 to the Leelanau County Drain Commissioner.

BE IT FURTHER RESOLVED THAT, Jeff Shaw, being the Supervisor of the Township, is authorized to execute a Petition for the Maintenance and Improvement of the Elmwood Township Drain #1.

BE IT FURTHER RESOLVED THAT, the Township Clerk or Board Secretary shall forward to the Leelanau County Drain Commissioner a copy of this Resolution and will forward a Petition for the Maintenance and Improvement of the Elmwood Township Drain #1.

ADOPTED: YEAS: _____

NAYS: _____

The Resolution was declared and adopted.

**TOWNSHIP BOARD FOR THE
CHARTER TOWNSHIP OF ELMWOOD**

Dated: _____

By: _____

Its: _____

As Authorized by its governing body on:

_____, 20__

**PETITION FOR MAINTENANCE AND IMPROVEMENT TO A COUNTY DRAIN
OR ANY PORTION THEREOF FOR A MUNICIPALITY**

ELMWOOD TOWNSHIP DRAIN #1

To the County Drain Commissioner of the County of Leelanau:

The undersigned Petitioner, Elmwood Township, is a municipality in the Drainage District and hereby petitions for the maintenance and improvement to the Drain known and designated as the Elmwood Twp. Drain #1.

The Petitioner is a municipality and this petition has been duly authorized by its governing body, as evidenced by the attached resolution dated _____. The Petitioner requests that the Elmwood Township Drain #1 be maintained and improved, pursuant to Chapter 8 of Public Act 40 of 1956, as amended, to alleviate drainage and flooding issues within the Drainage District.

The Elmwood Township Drain #1 Drainage District is located and established in both Elmwood Township and Traverse City, in the County of Leelanau, State of Michigan.

The proposed maintenance and improvement is necessary for the public health, convenience or welfare and benefits the public health in Elmwood Township.

The Petitioner is a municipality, which will be liable for an assessment at-large for a percentage of the total cost of the proposed drain maintenance and improvement project.

Dated: _____

ELMWOOD TOWNSHIP

By: _____
(signature)

Name: _____
(print)

Its: _____
(title)

As Authorized by its governing body on: _____, 20__

2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes		2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024	
Leelanau County		458,170,476	
Local Government Unit Requesting Millage Levy		For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.	
Elmwood Township			

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Oper	11-04-69	1.0000	0.6258	0.9889	0.6188	1.0000	0.6188		0.6188	Indefinite
Voted	Fire/Eme	8-02-22	2.6000	2.6000	0.9889	2.5711	1.0000	2.5711		2.5711	12-02-25

Prepared by **Andrew Giguere** Telephone Number **(231) 256-9823** Title of Preparer **Equalization Director** Date _____

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

Total School District Operating Rates to be Levied (HI/Supp and NH Oper ONLY) _____ Rate _____

For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal _____

For Commercial Personal _____

For all Other _____

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Re-appointments

9/9/24

1. James O'Rourke to the Zoning Board of Appeals. 3 year term, November 20, 2024 – November 19, 2027.
 2. Sara Kopriva to the Parks and Recreation Committee. 2 year term, May 1, 2024 – April 30, 2026.
 3. Hannah Preston to the Parks and Recreation Committee. 2 year term, November 20, 2024 – November 19, 2026.
 4. Kyle Trevas to the Parks and Recreation Committee. 2 year term, June 8, 2024 – June 7, 2026.
 5. Bob Sokolnicki to the Board of Review. 2 year term, January 1, 2025 – December 31, 2026.
 6. Judy Platt to the Board of Review. 2 year term, January 1, 2025 – December 31, 2026.
-

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

PRELIMINARY

Date: 09/04/2024

Time: 4:56 pm

Page: 1

ELMWOOD TOWNSHIP

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
C&W PORTABLES AND SEPTIC SE	C009	ID C9080 PORTABLE SHOWER	0	00/00/0000	2,400.00
				Vendor Total:	2,400.00
CARTRIDGE WORLD	C008	ACCT ELMWOO/TONER CARTRIDGES	0	00/00/0000	760.93
				Vendor Total:	760.93
ELECTION SOURCE	E022	TABULATOR CODING/8-6-24 ELECTI	0	00/00/0000	1,363.00
				Vendor Total:	1,363.00
GRAND TRAVERSE COUNTY	G200	ID 100040/GREILICKVILLE WATER <i>Sewer/Trimb</i>	0	00/00/0000	14,702.87
				Vendor Total:	14,702.87
INTEGRITY BUSINESS SOLUTIONS	I047	ACCT941496/OFFICE SUPPLIES	0	00/00/0000	108.93
				Vendor Total:	108.93
KSS ENTERPRISES	K014	CUST ELMWO110/CLEANING SUPPLIE	0	00/00/0000	186.48
				Vendor Total:	186.48
RCI RICHTER CONTRUCTION, INC	R038	MARINA PHASE III/PAY APP 2	0	00/00/0000	62,524.73
				Vendor Total:	62,524.73
SMITH & JOHNSON, ATTORNEYS,	S034	SETTLEMENT ENFORCEMENT	0	00/00/0000	360.00
				Vendor Total:	360.00
SOS ANALYTICAL	S058	WATER TESTING	0	00/00/0000	50.00
				Vendor Total:	50.00
TRAVERSE CITY LIGHT & POWER	C093	ACCT00174230-5	0	00/00/0000	25.56
				Vendor Total:	25.56
WADE TRIM	W107	MARINA PHASE III	0	00/00/0000	17,721.97
				Vendor Total:	17,721.97
WELLS FARGO VENDOR FINANCIA	W027	CONTRACT450-0093930-000	0	00/00/0000	90.71
				Vendor Total:	90.71
WINDEMULLER	W024	BY-PASS PHOTO CELL	0	00/00/0000	125.00
				Vendor Total:	125.00
X-CEL NORTH	X010	CLEANING SUPPLIES	0	00/00/0000	130.00
				Vendor Total:	130.00
				Grand Total:	100,550.18
				Less Credit Memos:	0.00
				Net Total:	100,550.18
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	100,550.18
	Total Invoices:	16			