

**HOMESTEAD TOWNSHIP
REGULAR MEETING
August 4, 2014**

A regular meeting of the Homestead Township Board was called to order at 6:00 p.m., by Chair, Jessica Wooten.

The entire audience participated in the Pledge of Allegiance.

Present by Roll Call: Dan Moore, Jessica Wooten, Mary Geetings, and Beverly Holbrook.
Not Present by Roll Call: Shelley Rosa

Also Present: AJ Zirkel, Fire Chief, Karen Mallon, Recording Secretary, Frank Post, Benzie County Emergency Management. Residents attending: Sherry Taylor, Beulah, Cindra Moore, Honor

PUBLIC IN PUT – None

APPROVE AGENDA

Motion by Wooten to approve the agenda as presented with the following additions to be made: JPC Report - Appointment, FEMA Meeting, Benzie County Board of Commissioners – ORV Ordinance, Old Business - Public Input. Support Geetings. All Ayes. Motion Carried.

APPROVAL MINUTES

Regular Minutes - Motion by Moore to accept the Regular July 7th Minutes as presented with corrections made as suggested. Support Wooten. All Ayes. Motion Carried.

APPROVAL OF REPORTS

Motion by Wooten to accept the Treasurer, Clerk, and Zoning Administrator's reports, as presented. Support Holbrook. All Ayes. Motion Carried.

CLERK'S REPORT - As presented with addition of discussion of Fire deficit. Geetings presented information regarding the Fire deficit and offered a transfer of at least \$30,000 from the contingency fund to cover deficit and upcoming bill. The Board was reminded that this deficit is due to an accountancy issue that will be rectified with recommendations from the Township Auditors and not from budgetary issues.

Motion by Geetings to approve a transfer of \$30,000 from the contingency to fund to the Fire Department to cover current deficit. Support Moore. Roll Call: Wooten – yes, Holbrook – yes, Geetings – yes, Moore – yes. All Ayes. Motion Carried.

TREASURER'S REPORT – As submitted.

ZONING ADMINISTRATOR – As submitted.

JPC REPORT – Dan Moore – No July meeting. Dale Jeske has moved from the Township and has resigned his position with the Zoning Board of Appeals. Motion by Wooten to appoint Mark

Walmsley as the replacement to Dale Jeske on the Zoning Board of Appeals. Support Geetings. All Ayes. Motion Carried.

FIRE REPORT – Chief Zirkel reported that, during the month of July, there were 7 Fire Runs, 7 Medical Runs, an assist in Inland Township on a grass fire with a fatality, and several assists. Also reported that there are license renewals due, inspections, maintenance including oil changes and repairs are done. It was reported that Hose inspections are due bi-annually and not due for inspection this year. Ladders and pumps have been inspected. Zirkel states that the Fire Department will alternate physicals and inspections during budget years to ease budgetary constraints.

Signs: Zirkel requested that “No Parking” signs be purchased and placed near the building to eliminate the illegal parking by the fire department doors. It was requested that Honor Building be able to supply the signs.

Mail: Discussion was held regarding the un-timeliness of receiving mail and bills for the Fire Department. Wooten will speak to Frank Walterhouse regarding this issue. It was suggested that all mail addressed to Fire Department be sent to the Township mailbox at PO Box 315

Mutual Assist: The Board was informed that Benzonia Township will be holding a meeting on August 20, 2014 at 7:00pm at Benzonia Township regarding Mutual Aid. Zirkel requests that a member of the Board be present with him at this meeting as Benzonia will be discussing instituting charges on mutual aid. The current agreement includes no charges, and it was reported that Homestead requests aid from Benzonia only on structure fires and for Jaws, as Homestead does not have Jaws. It was further reported that Homestead did assist Benzonia on several fire situations, and only had a few assists from Benzonia this year. There are no details on the charges that Benzonia will be discussing at this August 20th meeting.

Mileage Reimbursement: It was requested that fire fighters who complete required training of Firefighter 1 & 2 courses and have to travel for such classes be reimbursed for mileage at \$0.14 per mile. The Board was informed that as part of Manistee Fire Training, the annual fee of \$1,000 covers ALL firefighters and classes offered. There currently are no additional fees for the courses per firefighter, and those that attend the classes are not reimbursed through payroll for the hours spent in class.

Motion by Wooten to approve a \$0.14 per mile reimbursement to those firefighters who complete the course required by law (Firefighter 1 & 2). Support Holbrook. Roll Call: Wooten – yes, Holbrook – yes, Geetings – yes, Moore – yes. All Ayes. Motion Carried

Overhead Garage Door: Zirkel informed the Board that the currently is an issued with one of the overhead garage doors. This is not the door that has had recent work done. Zirkel requesting guidance from the Board as to where the invoice for repairs to the door should be funded from – the Fire budget or from **Building/Repairs**. Geetings to update Zirkel on historical information for the Fire budget.

Administrative Assistant: Requested the Board to consider eliminating an officer position in order to hire an Administrative Assistant to the Fire Chief. It was suggested that a salary position of \$2400 annually be offered in lieu of a per report fee that is currently in place. The Board requested that that Zirkel present a job description to the Board at the September meeting for further discussion and consideration.

Hepatitis B Shots: Scheduling for HepB shots was cancelled and will be rescheduled for next month at Honor Pharmacy.

License Renewals: Reported that Medical First Response (MFR) licenses are up for renewal. These are annual renewals that are required by law. There is no renewal fee due if the paperwork is submitted by September. After the September deadline, the renewal fee will be \$300.00.

Motion by Holbrook to renew the MFR license with current information of contacts and officers prior to the September deadline. Support Moore. All Ayes. Motion carried.

New Hire Appointment: Matthew Lawrence Johnson has submitted an application for a position with the Volunteer Fire Department. Motion by Wooten to approve Matthew Lawrence Johnson's application. Support Moore. All Ayes. Motion carried.

Motion by Wooten to accept Fire Department Report as presented. Support Holbrook. All Ayes. Motion carried.

BILL CONSENT REPORT

Motion by Wooten to pay the Fire, General Fund, and the Park and Rec bills. Support Holbrook
Roll Call: Wooten – yes, Holbrook – yes, Geetings – yes, Moore – yes. All Ayes. Motion Carried.

CORRESPONDENCE

FEMA – A meeting will be held on Thursday, August 14, 2014 from 1:00pm – 3:00pm at the Benzie County Board of Commissioner's Room regarding the re-assessment of flooding.

Board of Commissioners Meeting: Special Meeting Regarding Off Road Vehicles (ORVs). A special meeting is to be held on August 27, 2014

NEW BUSINESS

Playground Equipment – No bids were presented to the Board for the Installation of Playground Equipment. Request for Quotes will go directly to contractors in an effort to secure installation of the equipment.

Cemetery Work: One bid was received for Cemetery Work. AJ's Excavating offered a bid in the amount of \$550 for 15 yards of topsoil to be delivered to site and will spread and straw rake seed in.

Motion by Wooten to consider bid as offered. **Support Holbrook**. Roll Call: Wooten – yes, Holbrook – yes, Geetings – yes, Moore – yes. All Ayes. Motion Carried.

OLD BUSINESS

MEMAC: The Board held a discussion regarding the Michigan Emergency Management Assistance Compact as presented in the July Board Meeting. Holbrook offered concern regarding the policy once a verbal request for assistance is made that a written confirmation must be made within 24 hours stating that if a catastrophic event occurs, there may not be time or a means to confirm the verbal request. Insurance liability was discussed as well as it pertains to Township equipment leaving the Township. Holbrook asked for clarification regarding statements regarding “meeting certain requirements..” Post offers an explanation of the statement that the Township would not send cadets in place of firemen to assist as needed.

Moore offered opinion not in favor of signing MECMAC based on personal experience whereas he is in the opinion that “natural disaster happen all the time, and people respond to help their neighbors before government steps in.” He further mentioned that the people who volunteer to help never get paid. Moore is of the opinion that this type of agreement is not necessary at the Township level for a small volunteer fire department. The Board was reminded that agreements of mutual aid with other townships is already in place, and he does not foresee a time that the Township would not help.

Post responded that MEMAC was created to ensure that townships get reimbursed for assistance and reminded that tornados, floods and forest fires could come into play in the area. He stated that the Township was approached because the county does not have a fire department that in Benzie County only the townships have fire departments.

Wooten stated that she was under the impression that the Township would not be obligated by MEMAC to respond to a request for assistance, that it was a means to help in getting reimbursement to the Township if in fact the Township responded.

Post stated that no other Township has signed the agreement as Homestead was the first township he presented the agreement to.

Motion by Holbrook to sign the MEMAC Agreement. Support Wooten. Roll Call: Wooten – yes, Holbrook – yes, Geetings – yes, Moore - No. 3 Ayes, 1 Nay. Motion Carried.

Playground Equipment: The playground equipment is here and in storage and needs to be installed. Request for quotes will go out to local contractors.

Discussion was held regarding Resolution that would authorize a lease agreement between Homestead Township and Benzie Central Schools to allow for township residents to use the basketball and tennis courts at Platte River Elementary School. This lease agreement is in a draft status and this is a request to move forward with the agreement. There would be a monetary

value to this agreement but that value is not yet determined. It is necessary to ensure that the Township's insurance carrier would cover the agreement.

Motion by Wooten to approve the Resolution Authorizing Lease Agreement for Platte River Elementary School Basketball and Tennis Courts with contingency and move forward in draft format only. No support recorded. Board to review the draft and discuss at future Board meeting.

Cemetery Policy Update: Board to review the Homestead Township Cemetery Ordinance as presented by the Clerk as vote on its adoption at the September 2014 meeting.

Road Meeting – Wooten presented an update to the Board regarding the July 8th Road Commission meeting. Haze Road, Brownell Road (Pioneer to Haze) and Valley Road were discussed. Haze Road slated for wedging and Chip Seal. Brownell Road is in poor condition and the Road Commission suggested that at this point in time needed repairs on Brownell Road far exceed the funds available to repair it. It will not be worked on. Valley Road is slated for Chip Seal. Wooten offered her notes from the meeting for anyone interested in reviewing.

Discussion was held regarding direct contracting for road repair. Other townships contract independent of the Road Commission with the contractors for road repair. The Board will consider this suggestion.

Fire Department Policy Review: Wooten tabled this agenda item.

Township Materials for Disposal: Motion by Wooten to return furniture, namely the antique roll top set to the Village of Honor. Support Holbrook. All Ayes. Motion carries.

PUBLIC IN- PUT

Karen Mallon , 957 Sugarbush, Beulah, addressed concerns about the Township paying to amend the soil at Homestead Cemetery at the request of one family member.

Adjourn: Motion to Adjourn 7:17 pm

Respectfully submitted

Karen Mallon, Recording Secretary

Mary Geetings, Clerk

Jessica Wooten, Supervisor

