

# Lake Township

## AGENDA

August 17, 2020

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7:30 P.M.

Due to the COVID-19 crisis and Gov. Whitmer's Executive Orders, the Lake Township Board's regular meeting will be held via telephone conference through GoToMeeting.

Lake Township Board of Trustees meeting  
Mon, Aug 17, 2020 7:30 PM - 9:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/131312565>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 131-312-565

Call to Order

Roll Call

Approval of Meeting Agenda

Approval of July 20, 2020 meeting minutes

Approval of July 22 & July 29, 2020 Joint Planning Commission, Board of Trustees Mtg Minutes

Reports from Township Officials

- Supervisor
- Treasurer
- Clerk
- Trustees
- Zoning Administrator

**Correspondence**

- **CAFPA Minutes**
- **Zoning Administrator's Report**
- **Building Inspector's Report**
- **Letter of July 17 from Jan Golitko, Steven's Sub**
- EGLE Permits

**Public Comments**

**Old Business:**

- Preparedness & Response Plan for Reopening Township Office
  - Township hall hours
- Transfer Station
  - Recycling
  - Concrete

**New Business:**

- Fire Hall Usage
- Blight Ordinances
- Ad Hoc Committee-Short Term Rentals

**Payment of Bills**

**Public Comments**

**Adjournment**

**Next Meeting – September 21, 2020 – 7:30 P.M.**

**Lake Township, Huron County  
Board of Trustees  
4988 W. Kinde Rd., Caseville, MI.  
July 20, 2020**

Due to the Governor's Executive Order concerning the Coronavirus, the meeting was held via teleconference. Meeting was called to order at 7:30 P.M. A roll call vote was taken and those in attendance were Valerie McCallum, Dale Hartsell, James Deming, Clay Kelterborn, Nicole Collins. There was one guest.

**Approval of agenda** was presented with the following additions;

An addition was made to include the June 24, 2020 BOT special meeting minutes and one addition to the bills payable for the month. A motion was made by Hartsell, seconded by Kelterborn to approve the agenda with additions. All ayes, motion carried.

**June 15, 2020 minutes and June 24, 2020 minutes** – The word "Spraying" was added to the first page of the Regular meeting minutes under supervisor's report to clarify action, to read "Gypsy Moth Spraying was completed Tuesday, June 9, 2020." A motion was made by Hartsell, seconded by Collins to approve both Regular June meeting minutes and special June meeting minute. All ayes, motion carried.

**Reports – Supervisor-** Reports have been received concerning Gypsy Moths infestation, bringing into question the effectiveness of the spray application in June. After speaking with the supervisor of Hume Township, their township may spray next year and we may have to spray again.

Additional recycling containers are not available at this time.

**Treasurer** – Page two of treasurer's report under Northstar Bank should read "Business Money Market **General Fund**".

Currently have only \$75,000 available in Road Fund until a CD matures on Sept 15<sup>th</sup>. Will void check for \$109,750 to the Huron County Road Commission and send \$75,000 check with balance to follow when available.

**Clerk** – Absentee voter volume has increased by 60%.

**Trustees** – Nothing to report

**Correspondence**      **Zoning Administrator report**– None

**Building Inspector** – None

**EGLE** – Two permits for seawalls and one for a garage in a high risk erosion area were received.

**Petitions/Public Comments - None**

**Old Business - Draft Zoning Ordinance** – A joint meeting between the Board of Trustees and the Planning Commission will be held Wednesday, July 22 at 7:00 PM at the Sleeper State Park Outdoor Center.

**Transfer Station Updates** – A generator has been installed and are currently working to get Propane Cylinder set for generator and heater for attendant's office.

Bids will be sought to repair concrete compactor slab.

A change of the Saturday hours to 9:00 am to 1:00 pm was proposed. A motion was made by Hartsell, seconded by Kelterborn to change Saturday hours effective August 1<sup>st</sup>. All ayes, motion carried.

**Roads** – Due to Gypsy Moth expenses this year and possibly next year, funds will not be sufficient to complete the Champagne Road Project over the next three years. The current millage is 1.5 mills, allocated for gypsy moth control and road maintenance. Gypsy moth spraying costs approximately \$60,000 and the cost of paving one mile on Champagne Road is approximately \$190,000. An additional one mil for three years would raise approximately \$100,000 per year. These additional funds would allow the completion of the Champagne Road Project in a timely manner.

**Resolution No. 2020-16, Resolution to Adopt Millage Ballot Language**, was offered by Kelterborn, supported by Collins adopt the following language to place a one mil levy for 3 years on the November Ballot.

A roll call vote was taken with the following results.

AYES: Deming, Collins, Kelterborn, Hartsell, McCallum.

NAYS: None

The resolution was adopted.

**GotoMeeting Subscription** – Due to the Covid 19 pandemic, it was discussed extending the subscription for online meetings for one year. A motion was made by Kelterborn, seconded by Deming to extend subscription for one year. All ayes, motion carried.

**New Business**

**July Board of Review Date Change – Resolution No. 2020-17, Resolution Establishing the Meeting Date for the July Board of Review**, was offered by Kelterborn, supported by Hartsell to change the July Board of Review date from July 21<sup>st</sup> to July 22<sup>nd</sup> at 3:00 PM. A roll call vote was taken with the following results.

Unapproved Minutes July 20, 2020

AYES: McCallum, Kelterborn, Collins, Hartsell, Deming

NAYS: None

The resolution was adopted.

**Covid 19 Preparedness Plan** – A plan was presented following recommended guidelines for conducting township business. A copy of the plan is available at the township hall or on the website at <http://www.laketownship.net/>

**Resolution 2020-18, Covid 19 Preparedness Plan**, as offered by Kelterborn, supported by Hartsell to adopt the plan. A roll call vote was taken with the following results.

AYES: McCallum, Collins, Kelterborn, Hartsell, Deming

Nays: None

The resolution was adopted.

**1<sup>st</sup> Quarter Budget Review** – State revenue sharing was less than last year, as expected. A motion was made by Kelterborn, seconded by Hartsell to approve the first quarter budget review. All ayes, motion carried.

**Payment of Bills** – One addition was made to bills for hall cleaning.

Check number 14532 to the Huron County Road Commission will be voided and a new check reissued for \$75,000. A motion was made by Hartsell, seconded by Kelterborn to approve the bills with the corrections. All ayes, motion carried.

**Public Comments – None**

**Adjournment** – A motion was made Hartsell seconded by Deming to adjourn. All ayes, motion carried. Meeting was adjourned at 8:11 PM

Respectfully submitted

James Deming, Clerk

**Lake Township, Huron County  
Planning Commission &  
Board of Trustees Joint Meeting  
4988 W. Kinde Rd., Caseville, MI.  
July 22, 2020**

Due to lack of adequate space at the Township Hall to comply with the current Covid 19 guidelines, the meeting took place at the Sleeper State Park Outdoor Center, 6573 State Park Rd, Caseville, MI 48725

Meeting was called to order at 7:00 P.M. A roll call vote was taken and those in attendance were;

**Planning Commission:** Present - Maryanne Williams, Nicole Collins, Bob Siver, Tim Lalley

Absent – Gerry Pobanz

**Board of Trustees:** Present - Valerie McCallum, James Deming, Clay Kelterborn, Nicole Collins.

Absent - Dale Hartsell

There were two guests.

**A Motion** was offered by Planning commission member Tim Lalley to elect Nicole Collins to chair the meeting. The motion was supported by Siver. All ayes, motion carried.

**A Motion** was offered by Board of Trustees member Kelterborn to elect Collins to chair the meeting. The motion was supported by Deming. All ayes, motion carried.

**Approval of agenda** – A motion was offered by Williams, supported by Siver to approve the agenda as presented. All ayes, motion carried.

**Correspondence - Email Dated June 24, 2020 re:** Draft Zoning Ordinance along with the Landplan summary in regard to same

**Township Board Minutes of December 2019 re: Draft Zoning Ordinance**

**Old Business: Review of Draft Zoning Ordinance** – The purpose of the meeting was to review and clarify sections of the Draft Zoning Ordinance that were discussed during the teleconference. Those attending the teleconference were Mark Eidelson of Landplan, Cliff Bloom (Township Attorney), Nicole Collins from the Planning Commission and Valerie McCallum, Township Supervisor. Item numbers below refer to the June 18, 2020 email received from Mark Eidelson of Landplan. Only items listed here were discussed during this joint meeting.

**GENERAL ISSUES**

Discussion of appeals process – Motion offered by Kelterborn, supported by Williams to allow only nondiscretionary decisions to be appealed to the ZBA. All in favor, motion carried.

**SPECIAL ISSUES** – The following actions were taken;

**Item #3** - Motion by Williams, supported by McCallum to require Zoning Administrator to review all zoning permit applications pertaining to variances, special land use, etc, for conformity to the provisions of the ordinance. All in favor, motion carried.

**Item #11** - Motion by Williams, supported by Siver to follow B/S recommendation concerning enlargement or increase of nonconforming use. All in favor, motion carried.

**Item #16** – Motion by Kelterborn, supported by Collins to strike Section 9.8 as per attorney recommendation. All in favor, motion carried.

**Item #18** – Motion by Kelterborn, supported by Deming to accept attorney recommendation concerning hammerhead turnaround. All in favor, motion carried.

**Item #25** – Motion by Deming, supported by Kelterborn to retain the first sentence of Section 16.4(B) and strike the balance of said section. All in favor, motion carried.

**Item #27** – Motion by Kelterborn, supported by Collins to follow Landplan’s recommendation to use variances and accept proposed changes agreed upon between Bloom and Eidelson as noted by Eidelson in this section. All in favor, motion carried.

**Item #28** – Motion by Williams, supported by Collins to take following actions on Article 17;  
Comment a. - Leave Section 17.1 as attorney recommends.

Comment b. - Retain Section 17.3 as per Landplan recommendation

Comment c. - Accept Conditional Rezoning and denote same on Zoning Map if and when a conditional rezoning is approved.

All in favor, motion carried.

**Item #30** - Motion by Williams, supported by Collins to retain the original 14 days per two month condition for RV use as a temporary dwelling. All in favor, motion carried.

**Item #31** – Motion by Deming, supported by Kelterborn to strike the word “side” from Section 20.7(l)3. All in favor, motion carried.

**Public Comments** – None

A motion was offered by Kelterborn, supported by McCallum to suspend meeting and reconvene via GoToMeeting on July 29<sup>th</sup>, 2020 @ 7:00 PM. All in favor, motion carried.

Motion to adjourn by Kelterborn, supported by Collins. All in favor, motion carried.

**Meeting adjourned at 9:07 PM.**

Respectfully Submitted

James Deming, Clerk

**Lake Township, Huron County  
Planning Commission &  
Board of Trustees Special Meeting Minutes  
Wednesday, July 29, 2020**

Unapproved

*(Due to Covid-19 and Gov. Whitmer's Executive Orders this meeting was held via teleconference)*

The meeting was called to order at 7:00 PM. Planning Commission members present were Jerry Pobanz, Bob Siver, Tim Lalley, Nicole Collins, and Maryanne Williams. Board members present were Valerie McCallum, Jim Deming, Nicole Collins and Clay Kelterborn. Dale Hartsell was absent. There were two guests.

Motion by PC member Nicole Collins, second by Bob Siver to elect Valerie McCallum to chair the meeting. All ayes, motion carried.

Motion by Board member Clay Kelterborn, second by Jim Deming to approve Valerie McCallum as meeting chair. All ayes, motion carried.

*(This meeting and agenda is a continuation of a meeting held on July 22, 2020)*

**Correspondence: Email dated June 24, 2020 re: Draft Zoning Ordinance along with the Landplan summary in regard to same.  
Township Board minutes of December 2019 re: Draft Zoning Ordinance.**

**Old Business: Review of Landplan's summary dated June 18, 2020**

- **Item 34, Sect. 20.10(A)(1)b: Class 2 Home Occupation/Business-Motion** by Lalley, second by Collins to separate AG and RR in this section. Retain Part B of original language in regard to AG and add a Part C using attorney's recommendation in regard to RR. Roll call vote: Kelterborn, McCallum, Williams, Siver, Lalley, Collins, Pobanz, and Deming. All ayes, motion carried.
  
- **Item 35, Sect. 20.10(B)(1): Class 1 Home Occupation/Authorization-Motion** by Pobanz, second by Siver to use attorney's recommendation requiring a zoning permit at a nominal fee for a home occupation. Roll call vote: Kelterborn, Siver, Lalley, McCallum and Pobanz-Aye. Deming, Collins and Williams-Nay. Five ayes, three nays, motion carried.

- **Item 36, Sect. 20.11: Setback Exceptions for Residential Outdoor Living Areas**-Motion by Deming, second by Kelterborn to use attorney's recommendation to exclude lakefront lots from this exception. Roll call vote: McCallum, Kelterborn, Collins, Lalley, Siver, Williams and Deming-Aye. Pobanz-Nay. Seven ayes, one nay, motion carried.
- **Item 37, Sect. 20.13(D)(1)(b)(e): Keeping of Small Livestock (subs. (b))/Chickens (subs. (e))**-Motion by Pobanz, second by Lalley to retain original language in regard to subs. b and e. Roll call vote: Pobanz, Collins, Lalley, Siver, Williams, McCallum and Deming-Aye. Kelterborn-Nay. Seven ayes, one nay, motion carried.
- **Item 45, Sect. 20.29: Lot Width; Frontage**-Motion by Kelterborn, second by Siver to use attorney's recommendation as written for items A-E. Roll call vote: Williams, Collins, McCallum, Kelterborn, Pobanz, Siver, Lalley and Deming. All ayes, motion carried.
- **Item 52, Sect. 20.36: Certain Large Scale Residential Developments**-Motion by Collins, second by Pobanz to retain original language regarding this section. Roll call vote: Deming, Collins, Pobanz, Kelterborn, Williams, Lalley, Siver and McCallum. All ayes, motion carried.
- **Item 54, Sect. 20.39: Railings on Retaining Walls and Similar Structures & Item 55, Sect. 20.40: Certain Retaining Walls and Earth Buildups Shall Constitute Structures**-Motion by Kelterborn, Second by Collins to use attorney's recommendation for these items but correct B/S wording as to the approving body being the Township Board, not the Planning Commission per Eidelson's note. Roll call vote: McCallum, Collins, Williams, Lalley, Siver, Pobanz, Kelterborn and Deming. All ayes, motion carried.

#### **Township Board Concerns from December 2019**

- **Zoning Clarification in Section 13:** The zoning map shows three (3) adjacent parcels on Oak Beach Road as zoned commercial. One of the properties is shown as part being in the commercial district and the other part in residential. According to Mark Eidelson, this is not recommended. Motion by Collins, second by Pobanz to adjust the zoning map to reflect only Parcel Nos: 13-013-159-00 and 13-013-159-10 as commercially zoned. Roll call vote: Collins, Kelterborn, Lalley, Siver, Williams, McCallum, Deming and Pobanz. All ayes, motion carried.
- **Land Use Permits for Driveways:** The members discussed the idea of requiring a Land Use Permit to be obtained in order to prevent a possible problem of encroachment when a driveway is being installed. Motion by Collins, second by Pobanz to require a



Land Use Permit for driveways and to remove "and driveways" from 2.2C3. Roll call vote: Collins, Pobanz, McCallum, Kelterborn, Siver, Williams, Lalley, and Deming. All ayes, motion carried.

**New Business: None**

**Public Comments: None**

Kelterborn asked that the PC revisit the issue of accessory buildings with regard to number and size at their next meeting. It was suggested that the PC set a date for a Public Hearing regarding the Draft Zoning Ordinance at their regular August meeting.

There being no further business, motion by Pobanz, second by Siver to adjourn. All ayes, motion carried. Meeting adjourned at 9:19 PM.

Minutes prepared by:

Maryanne Williams, Deputy Clerk

Land Use Permit for driveways and to remove "and driveways" from 2.2C3. Roll call vote: Collins, Pobanz, McCallum, Kelterborn, Siver, Williams, Lalley, and Deming. All ayes, motion carried.

**New Business: None**

**Public Comments: None**

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There being no further business, motion by Pobanz, second by Siver to adjourn. All ayes, motion carried. Meeting adjourned at 9:19 PM.

Minutes prepared by:

Maryanne Williams, Deputy Clerk

TREASURER REPORT AUGUST 17, 2020

**Independent Bank**

**General Checking** \$8,760.01

Receipts for March / April

12257 LAKE TWP GEN SAVINGS	15,430.59	
12258 LAKE TWP ROADS SAVINGS	75,000.00	
12259 LAND USE	75.00	
12260 BUILDING PERMITS	179.00	
12261 TRANSFER STATION	682.00	
12263 AF GROUP	170.10	
12264 LAND USE	50.00	
12265 TRANSFER STATION	2,235.00	
12266 BUILDING PERMITS	626.00	
12267 LAND USE	25.00	
12268 COMCAST	4,369.45	<u>98,842.14</u>

Less Disbursement

    Monthly Payout -95,706.64

Balance on Hand \$11,895.51

**General Savings** \$151,598.45

    # 12262 Property Tax Admin Fee 5,591.73

Less Disbursement

    #12257 Transfer Monthly Bills -15,430.59

Balance on Hand \$141,759.59

**Savings Roads** \$78,761.32

Less Disbursement

    # 12258 Transfer to General Checking HCRC -75,000.00

Balance on Hand \$3,761.32

**Savings Gypsy Moth** \$3,195.07

Balance on Hand \$3,195.07

**Property Tax** \$2,228.60

    #12269 Interest 4.05

    2020 Summer Tax Collected 222,331.20      222,335.25

Less Disbursement

    Overpayments -5.00

    Huron County Treasurer -86,338.61

    Lake Township General Savings -5,591.73

Balance on Hand \$132,628.51

**TOTAL** \$290,044.93

**Team One Credit Union**

Maturity Date

Business Savings - 0030			5.00
Capital Improvement Fund -MMK-0071	0.30%		35,613.53
06-11 Month Certificate - 1001	1.05%	08.14.20	122,438.31
TOTAL			\$158,056.84

**Frankenmuth Credit Union**

000: Regular Savings			5.00
300: 11 Month Certificate Lake Roads 1	0.85%	04.04.21	107,640.29
304: 6 Month Certificate	0.65%	11.04.20	107,086.95
TOTAL			\$214,732.24

**Northstar Bank**

Business Money Market General			1,000.00
PF100 0001 6 Month Certificate	0.90%	09.29.20	86,105.09
0002: 3 Month Certificate	0.10%	09.15.20	104,185.44
0001: 3 Month Certificate Lake Roads 2	0.10%	09.15.20	104,282.33
TOTAL			\$295,572.86

CHECKS IN TRANSIT \$1,674.38

# LAKE TOWNSHIP MONTHLY PAYABLES

July 23 through August 17, 2020

Num	Name	Memo	Class	Paid Amount
<b>Jul 23 - Aug 17, 20</b>				
14558	Frontier	Hall Telephone -Period 6/20-7/19/2020	GENERAL FUND	83.47
14559	Clemco Printing	Summer Tax bills, Tax Roll	GENERAL FUND	621.97
14559	Clemco Printing	June 2020 Newsletters	GENERAL FUND	319.25
14560	View Newspaper Group	Synopsis for Reg & Spec BOT mtg	GENERAL FUND	152.20
14561	Thumb Office Supply	Paper & Clips	GENERAL FUND	48.25
14561	Thumb Office Supply	Stamp	GENERAL FUND	34.47
14562	Caseville True Value	Propane & Hornet spray	GENERAL FUND	51.96
14563	Cass City Propane	Propane Delivery - 7/29/2020	GENERAL FUND	348.26
14564	Shay Water Co	Cooler Rent	GENERAL FUND	11.00
14565	A-Johnson Portable Toilets	Portable toilet rental	GENERAL FUND	80.00
14566	Detroit Edison - Street Lighting	Period 7/1/20 - 7/31/20	GENERAL FUND	43.81
14567	DTE Energy	Period 6/26/20 - 7/27/20	GENERAL FUND	109.91
14568	BS&A Software	Yearly subscription for 8/1/20 - 8/1/21	GENERAL FUND	953.00
14569	Emterra Environmental	40 yd compactor X 2 (7/10, 7/22)	GENERAL FUND	1,255.80
14569	Emterra Environmental	8 yd dumpster for August	GENERAL FUND	255.68
14570	Domain Listing LLC	Website Domain Listing 9/1/20 - 8/31/21	GENERAL FUND	0.00
14571	John Hancock	Participation Fee April, May, June 2020	GENERAL FUND	97.50
14572	Brown, Nancy	8/4/20 Primary Election - 8.25 hrs@\$14/hr	GENERAL FUND	115.50
14572	Brown, Nancy	Recertification training	GENERAL FUND	60.00
14573	Jeannine Ehrlich	Recertification Training	GENERAL FUND	60.00
14574	Hoffman, Linda	Election Recertification Training	GENERAL FUND	60.00
14575	Mary Karwowski	Election Recertification Training	GENERAL FUND	60.00
14576	Jacqueline Geilhart	Election Recertification Training	GENERAL FUND	60.00
14576	Jacqueline Geilhart	Election Day 7.75 X \$14/Hour	GENERAL FUND	108.50
14577	Kathleen Murdock	Election Recertification Training	GENERAL FUND	60.00
14578	Patrick Pigott	14.75 hrs@\$14/Hr	GENERAL FUND	206.50
14578	Patrick Pigott	Election Recertification Training +	GENERAL FUND	60.00
14579	Snider, Cathryn	8.25hrs@\$14/hr	GENERAL FUND	115.50
14579	Snider, Cathryn	Election Recertification Training +	GENERAL FUND	60.00
14580	RoseAnn Remer	7.25Hrs@\$14/hr	GENERAL FUND	101.50
14580	RoseAnn Remer	Election Recertification Training +	GENERAL FUND	60.00
14581	Zeigler, Carmen	Election Recertification Training	GENERAL FUND	60.00
14582	Sandra Pobanz	August hall cleaning	GENERAL FUND	50.00
14599	EFTPS	38-2052346	GENERAL FUND	827.00
14599	EFTPS	38-2052346	GENERAL FUND	193.60
14599	EFTPS	38-2052346	GENERAL FUND	193.60
14599	EFTPS	38-2052346	GENERAL FUND	136.56
14599	EFTPS	38-2052346	GENERAL FUND	136.56
14599	EFTPS	38-2052346	GENERAL FUND	0.00
14600	State of Michigan	38-2052346	GENERAL FUND	587.74
14601	Bloom Sluggett, PC	Draft Zoning Ordinance Consultation	GENERAL FUND	40.80
14601	Bloom Sluggett, PC	Various Township Legal Matters	GENERAL FUND	1,416.50
14602	Independent Bank - Cardmember S...	Election Stamps	GENERAL FUND	140.00
14603	Paul Santhany	lawn Care for hall - 7/13, 7/24, 8/5/2020	GENERAL FUND	255.00
<b>Jul 23 - Aug 17, 20</b>				<b>9,691.39</b>