

Millington Township Regular Board Meeting September 16, 2024

Regular meeting called to order at 6:00pm at the Millington Township Hall by Supervisor R. Loomis. Also, present L. Jaruzel, A. Green, S. Keinath and J. Sabgash

There were 18 guests in the audience.

The Pledge of Allegiance was recited.

Motion by Jaruzel, support by Sabgash to move the Zoning Administrators report to after first public comment.

Ayes: All Nays: None Motion carried

Motion by Sabgash, support by Keinath to add Pat Wood to the agenda after MTA Workshop and remove Zoning Board of Appeals bylaws from the agenda.

Ayes: All Nays: None Motion carried

Motion by Loomis, support by Green to approve the agenda with changes.

Ayes: All Nays: None Motion carried

Motion by Keinath, support by Jaruzel to accept the regular meeting minutes from August 19, 2024, with corrections.

Ayes: All Nays: None Motion carried

Treasurer's report was presented. Thank you

Motion by Loomis, support by Green that bills be paid as presented:

General-	\$		9,447.34
Fire-	\$		4,371.92
Police-	\$	21,126.83	
Refuse-	\$	26,746.27	
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Total	\$		61,692.36

Ayes: Jaruzel, Sabgash, Green, Keinath and Loomis Nays: none Motion carried.

Millington Township Fund Balances ending August 31, 2024

FUND	MIF SWEEP MONEY	MARKET SAVINGS
General	\$ 406,305.21	
Cemetery Trust Fund	2,101.95	
Fire	166,080.53	\$39,108.07
Police	287,246.33	
Refuse	15,495.86	
Murphy Lake Weed Control	13,233.54	
Capital Projects – Buildings	34,854.60	
Capital Projects - Machine & Equipment	13,477.53	
Trust & Agency	6,622.55	
Fire Damage Escrow Fund	12,075.00	
Tax Collection Fund	19,743.57	
IFT Tax Collection Fund	6,149.44	
IFT Tax Collection Fund	(19,738.13)	
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	\$ 963,647.98	\$39,108.07

Public Comment: None

Zoning Administrators Report – The Zoning Administrator spoke about her experience being the Zoning Administrator. She explained that it hasn't been easy as there has been consistent confrontation from individuals who are supposed to be acting in the Townships best interests. She requested to have the Zoning Administrator's duties and responsibilities put on the agenda to get a better understanding of what the Township Board would like from her.

New Business:

Zoning Board of Appeals bylaws - The ZBA has adopted their first ever bylaws. A few of the implemented bylaws are that Alternates are required to attend all meetings and to be compensated. According to the schedule of fees there is a fee of \$241 for appeal applications, is this accurate? A deadline for written comments to be submitted to the Township is by 4pm the day of the ZBA meeting. Deadline to apply for an appeal is 30 days. Can the Township limit the number of pages or time allowed for reading written comments? The Township Board will ask the Attorney.

Zoning Administrators Duties and Responsibilities – The ZA has been asked multiple times by certain individuals as to who authorized her to do specific work, such as drafting ordinances and writing procedures and policies. Also, it had been expressed to the ZA that the amount of paperwork she has been providing for the Special Land Use Permit hearings needs to be simplified when given to the Planning Commission. The ZA feels its important for the Planning Commission to receive all the background information in regards any Special Land Use permits for them to be able to make an informed decision. The ZA stated that the authorization came from the Township Board at the last meeting on August 19, 2024. The August minutes showed that the Township Board did authorize the ZA to draft the Cemetery ordinance but as for the other two (2) ordinance amendments, those were authorized to direct the Planning Commission to draft the ordinances. The ZA is looking for clear direction on what the Township Board would like her to do moving forward. Supervisor read from ZA's duties and responsibilities which states "suggest changes in the zoning ordinances and general ordinances to either Planning Commission or Township Board". He stated that the ZA can suggest changes but ultimately it is up to the Planning Commission to draft the ordinances. The Treasurer suggested that the Township Board express to the Planning Commission that we would like them to work with the Zoning Admin on the amendments and suggestions, they can make their own decisions but please review the information presented by the Zoning Admin because she is at the Township Board meetings and hears our desires. **The Township Treasurer pointed out per our ordinance section 16.02 and 20.01 it states that the Planning Commissions job is to receive and approve amendments, but they are not the only people who can draft ordinances and amendments.**

Consultation pay for Carrie – Carrie and Jackie are done with one-on-one training for the Admin Assistant position. Now the only time Carrie will be needed is for end of month/year business. Carrie will be utilized as a consultant answering questions via phone or text. She will start receiving consultation pay. Carrie and Jackie will work out a system to keep track of the amount of time Carrie spends answering Admin Assistant questions via phone and text. Her hourly rate will stay the same as it has been.

MTA Workshop – Michigan Township Association is holding a workshop pertaining to Solar and Wind Energy on September 24, 2024, it is \$175 per person in Frankenmuth at the Bavarian Inn Lodge.

Pat Wood DDA – Pat is President of the DDA (Downtown Development Authority). He spoke about what the DDA is about and encouraged people to attend the upcoming meeting to get a better understanding of what the DDA is working on. He expressed the importance of all of us coming together to help grow our community and if seeking change to volunteer. It’s time for the community (as a whole) to step up and help.

Old Business:

Advance Sale of Grave Lots – Bruce Hemingway and Lynette Love requested advanced sale of three (3) grave plots. The Township attorney was sent some different options for the Board to consider, he stated all the options are acceptable.

Resolution Regarding Zoning and Blight Enforcement – The Zoning Administrator had been in contact with MTA and surrounding Zoning Administrators to see how they are enforcing their ordinances. It was through those collaborative conversations that the problem wasn’t just within our township, but we actually have a problem with enforcement at the County Court house. Catherine Kaufman, one of the presenters at the Michigan Township Association workshop our ZA attended relevant to enforcement offered to draft a Resolution and asked the Zoning Admins to present the Resolution to their Township Boards. The Township Boards could then decide to adopt the Resolution which would indicate that we would like the Circuit Court to change their policies on enforcement.

Procedure and Policy for Special Land Use Permits – The Zoning Administrator put together a draft step-by-step guideline on how to process special land use permits. She copied the information from the Township Zoning Ordinance and put it in order. This could be used as a very useful guide when handling special land use permits.

Procedure and Policy for Amending Ordinances – The Zoning Administrator put together a draft step-by-step guideline for amending the Township Ordinances. In a very similar fashion, the Zoning Administrator copied the information from the Township Zoning Ordinance, information from the Prudent Policies handout from the MTA workshop and the checklist from the MSU Planner Course.

Zoning Administrators Pay – The Zoning Admin is asking for an increase in her stipend, she brought comparable information from the Vassar Twp Zoning Admin for reference. She has attended multiple training courses through MTA and a Planner Course through Michigan State University to help further her knowledge of her role as Zoning Administrator. She puts in a lot of time with zoning permits, special land use permits, complaints/blight and is helping the Township with getting better organized. She has experience in computer technology, a bachelor’s in education and a master’s in educational leadership. She is experienced in drafting policies and procedures and ordinance amendments. She has practical knowledge and experience through her other job of drafting legal documents, bargaining agreements and memorandums. The Township could also look at the Enforcement Role as another duty of the Zoning Administrator or consider hiring a different individual to perform those duties.

Public Comment:

Bill Lutz- Spoke about Wind and Solar and letting the Township know that the new law will go into effect on November 29, 2024. The Township should consider putting something in place, possibly a workable ordinance, to help keep some local control.

Bob Worth – The root cause of this Township’s troubles are the Planning Commission, ZBOA and Township Board. The Township Board is getting better, but you do not know your own ordinances and rules and you do not follow them. You need to root cause the problem, know your ordinances and follow them.

Robert Benard – Suggested the Township look into video recording all the meetings for transparency and make it available via the Township website so the community can see everything the Township is doing.

Sherry Morris – Referred to a comment that was made earlier in the meeting, if the zoning ordinance doesn’t list something as being permitted, like long term rentals, how are they allowed to operate, and short-term rentals are not allowed. It’s a personal property right issue for short-term rentals its not supposed to be in the lap of a zoning board.

Mark Morris – Tammy Daenzer is an asset to this community because of her knowledge, but she is so eager to help that she creates friction without realizing it. Everyone needs to quit pointing fingers at each other and get solutions.

Bob Worth – Had questions about expired terms on the Planning Commission and how the board will handle that. Also asked if he could use the cemetery digger this weekend since we let other people use it.

Steve Ley – We’ve got a lot of problems because people aren’t owning what they do and what they say. They have lots of recordings of comments that have been made at Township Board meetings and Planning Commission meetings. Everyone needs to work together; the Township Board needs to work with the DDA and you have to work with your Zoning Administrator.

Action Items:

Motion by Sabgash, support by Green to approve Bruce Hemingway and Lynette Love (both legal residents and taxpayers) two (2) graves without the cost to one and one (1) grave without cost to the other for a total of three (3) graves provided before the time of need, which would involve refunding the Hemingway family for three (3) graves.
Ayes: Sabgash, Green, Jaruzel, Keinath and Loomis Nays: none Motion carried

Motion by Keinath, support by Sabgash to increase the Zoning Administrators pay to \$600 per month, to pay \$100 per zoning violation she pursues and a stipend of \$100 per special land use permit that she presents to the Planning Commission and for that stipend to be paid from the special land use permit escrow money.
Ayes: Keinath, Sabgash, Green and Jaruzel Nays: Loomis Motion carried

Motion by Loomis, support by Jaruzel to adopt the Resolution regarding zoning and blight enforcement prepared by the law firm of Bauckham, Thall, Seeber, Kaufman and Koches as long as there is no cost to the Township.
Ayes: Keinath, Green, Jaruzel, Sabgash and Loomis Nays: none Motion carried

Motion by Keinath, support by Jaruzel that the Township Board adopt the Procedure for processing special land use permits for all the Boards to use as guidelines.
Ayes: All Nays: none Motion carried

Motion by Keinath, support by Loomis that the Township Board adopt the Procedure for adoption of a zoning ordinance amendment as guidelines
Ayes: All Nays: none Motion carried

Motion by Loomis, support by Sabgash to allow anyone on any of the Boards (Township Board, Planning Commission, Zoning Board of Appeals and the Zoning Administrator) to attend the MTA workshop on September 24, 2024, for the cost of \$175 per person.
Ayes: Sabgash, Green, Keinath, Jaruzel and Loomis Nays: none Motion carried

Motion by Green, support by Jaruzel to publish the Planning Commissions available seats in the newspaper as soon as possible.
Ayes: Keinath, Green, Jaruzel, Sabgash and Loomis Nays: none Motion carried

The Clerk was working on updating the terms for all appointed board members and found that there are two (2) Planning Commission members with expired terms. As of right now those two members are holding office, we will need to re-appoint or appoint new members. The Clerk suggests the Board move forward with appointments ASAP. We do need to ask the expired Planning Commission members if they wish to continue and inform the community about the open seats.

Supervisors Report: Thank you

Motion by Loomis, support by Sabgash to adjourn.

Meeting adjourned at 8:22PM.

Jackie Sabgash, Township Clerk

UNAPPROVED XXXX
Approved _____