

RECORD OF PROCEEDINGS

Minutes of

TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

February 23,

22

Held _____ 20 _____

Trustee Rozak called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited. Roll call: Trustee Dress, Trustee Rozak, and Trustee Hirt, Fiscal Office Assistant Susan Dress, Fiscal Officer Carolyn Adams and Fire Chief Kahler. Lynne James and Joel Hogue were also attending. Mr. Hirt moved approval of February 9th meeting minutes, Mr. Dress seconded the motion, all voted aye.

Roads

- Sackett Cemetery one full service burial
- 2 snow and ice events
- Interviews are being conducted as applications received.
- Regular equipment maintenance continues.

Discussion of the Meadowbrook Marsh Dyke repairs continues.

The Dog Park new shelter will bridge the two sections of the park, with seating on both sides. Estimated price of \$1395.00.

Brett is working with the Architect for the meeting room floor.

Police

The Department has received one quote for cleaning the Police Department. The Fiber Optic phone, internet and cable upgrade project has been a slow process that should be completed soon by Spectrum. Chief Meisler submitted the incident report through 2-23-2022. The department responded to 169 calls to date in February. Trustees received the Ottawa County Municipal Court Annual Report 2021.

Fire

Fire & Ems Run Details						
	EMS	Fire	MVC*	Alarm**	CO***	Mutual Aid
02-22-2021	35	0	0	4	1	1
Year to date	94	0	2	7	3	2
Total	108					

*Motor Vehicle Crash(s)

** Alarm Activation(s)

***Carbon Monoxide Investigation(s)

Trustees moved the approval of a 2022 CAN-AM Def Pro XT from J & J Sales for 34,775.71, on a motion by Mr. Dress and seconded by Mr. Hirt. The purpose of this equipment is access to remote areas not easily accessible to road vehicles. Roll Call: all voted yes.

Trustees approved

Zoning:

PERMITS

To-date this month there have been 14 permit applications submitted/processed totaling \$ 1,290.88 collected in fees and BZA balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The BZA will hold an adjudication hearing Wednesday, February 16, 2022 on the following case via Zoom:

a. **BZA-2022-017**

Approved as Presented

9268 E. Bayshore Road. Request for an Area Variance from Section 3.5 to allow for a 6' x 46.5' pergola to encroach into the front-yard setback (32.5' proposed/50' required). **Knotty May's Bldg. Co., LLC (Andy Redinger), Owner/Applicant; MPG Architects, Agents.**

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The Zoning Commission -

The Zoning Commission is scheduled to meet March 2, 2022 and will hold a worksession to begin discussing accessory building sizes on property over 1 acre.

VIOLATIONS/COMPLAINTS

Illegal Rentals:

5644 E. Harbor Road (*Illegal residence – Former Shepherd Canvas*)

Open

Nothing new to report.

Prior Info: This is not an illegal rental in the traditional sense of short-term. 09.01.21 the CBO and I inspected the former Shepherd Canvas per the request of a tenant. The shop at the back of the property has been converted illegally into an apartment. Certified letter was sent to the property owner 09.07.21. Property owner picked up their letter 09.22.21 and contact the zoning office immediately. Staff is working with the owner to get the necessary paperwork, reviews and inspections in order to make the property legal. Owner had inspection with Building Department 10.01.21 to find out what was needed to make the unit a legal residence. The property owner was scheduled to have a second inspection conducted 10.20.21 of the upstairs unit in the front building. Owner also said that as of 10.07.21, the tenant in the rear structure and unit that was created illegally was to move out within a few days, however, to-date, it appears as though someone is still living in the unit. As of 10.27.21 the owner was trying to get an electrician to come out and quote what it would take to bring the rear building into compliance with the Building Code for residential. The tenants in the meantime are to be completely moved out by November 5, 2021. The owner still needs an inspection of the upstairs unit in the front building. Owner reported 11.18.21 that the residential tenant from the rear building is gone and he is marketing that the space is available for commercial use. He has not had the front units inspected yet by the building department, but the upper unit is currently vacant. Nothing new to report. Since only one space in the front building is currently occupied as a residence, there really is no longer a violation actively occurring on the property. Nonetheless, we still want to make sure that the buildings are set-up for proper, future use. Since only one space in the front building is currently occupied as a residence, there really is no longer a violation actively occurring on the property. Nonetheless, we still want to make sure that the buildings are set-up for proper, future use.

Illegal Campers/ Trailers:

Junk & Debris:

122 Strause (*Junk & Debris, Junk Vehicles & Boat - Hurst*)

Open

Nothing new to report. As long as they continue to show some progress, I don't plan to ride them hard thru the winter months.

Prior Info: Complaint received 09.13.21 regards the junk and debris on this property. Certified letter was sent to the property owner 09.17.21. I met with the Ottawa County Health Department that day also to determine if any joint effort could be taken on the condition of this property. There are certain items they said that would kick EPA into joining in, but this property didn't have those items. Also, the OCHD representative said that they tend to be more willing to go after properties where someone is living on it as opposed to vacant and abandoned properties. Certified Letter was returned as unclaimed. Letter was resent via regular mail 10.07.21. Owner called 10.19.21 and said he was coming up 10.25.21 to work on cleaning the property up. Told him I expected to see a lot accomplished, and we would touch base again by 11.01.21 to see how far he gets and what more needs to be done. Owner contacted 11.01.21 since he did not show up when he said he'd be there. Apparently had some medical issue and now says he will be coming 11.11.21. Some grass on the vacant lot across the street was mowed 11.08.21. As of 11.12.21 the vacant lot had been mowed and cleared better in order to access the junk, but all of the junk and vehicles are still on both properties. Nothing more appears to have been accomplished, and certainly not as much as he said would get done. Owner stated 11.19.21 he was still in the area and would be continuing to work on over the weekend. 12.08.21 Nothing major to report. They

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have not made as much progress as I had hoped but as of 12.01.21 there is a bobcat on the property that appears to be assisting in some clearing of the vacant lot and loading junk into. As of 12.07.21 there has been 1 vehicle removed from the vacant lot and nothing has been done to the house lot. The vacant lot continues to be worked on. Some brush has been cut on the house lot to be able to access where the junk & debris are at the back of the lot. Some items have been cleared in front of the house. Still a lot of items that need to be addressed. As long as they continue to show some progress, I don't plan to ride them hard thru the winter months.

Tall Grass:

Construction without Permits:

5686 E. Harbor Road, Unit C24 (*Illegal Residential Occupancy – Audiano*)

Open

Nothing new to report.

Prior Info: 09.27.21 we received notice from the Ottawa County Sanitary Engineer's office about a joint meeting with other County agencies to discuss a storage unit in Safe Harbor Development that has been illegally converted into a residence without proper permits. Joint meeting was held 09.30.21. Certified Letter was sent to the property owner 09.30.21. Notice left 10.04.21 that letter can be picked up. Certified Letter returned as unclaimed. Letter was resent via regular mail 10.19.21. The owner has not made any contact with us. Waiting on County to coordinate how this will proceed and if any action will be taken by the Prosecutor's Office on behalf of everyone. The Prosecutor's Office sent out a letter on behalf of the Building Department but told the Building Department that they wanted to send separate letters for the other departments. On December 2, 2021 I sent an email to the Prosecutor's office requesting that they also send a letter on behalf of zoning. I have not heard back from them. On December 8, 2022 I received a copy of the letter that the Ottawa County Prosecutor's office sent to the property owner warning them if they do not contact us, charges will be pursued. They gave the owner until January 31, 2022 to make contact. The owner of this unit made an unexpected visit into my office 01.28.22. He was advised that he also needed to be in contact with the County Prosecutor's Office, Building Department & Sanitary Engineer's Office. I was able to obtain a current contact number for him and shared with all the other departments. Essentially at this point, the County issues need to be resolved in order to resolve the zoning violation and the ball is in the County's court to ensure follow-ups with this gentleman.

8023 Terry (*Shed w/out Permit – Masterson*)

CLOSED

Owner received necessary permit on 02.18.2022.

Prior Info: Owner was sent a violation letter 01.21.22 for installing a shed without the proper permits. and turned in necessary paperwork 01.31.22. However, we're still waiting on payment for the permit.

Demo Updates:

Nothing new to report.

Comments and Concerns

Mr. Joe Hogue, the new Ottawa County Education Specialist for OSS spoke on his vision for Ottawa County. Recycle Education grants are available for community education.

Old Business

Employee evaluations continue. Closing of the township property sale will be Friday February 25th. Chairman Rozak will represent the Township.

Fiscal Business

A motion by Mr. Dress and seconded by Ms. Rozak to approve the payroll and bills totaling \$344,097.66 for the period 2/10 – 2/23/2022. Roll call was unanimous and motion carried.

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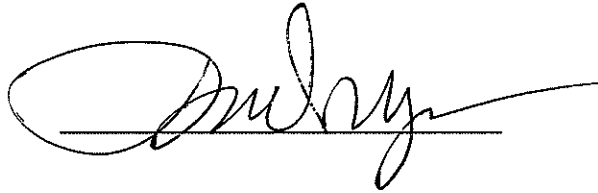
Held

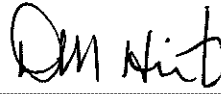
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The candidate for Fiscal Office Assistant has been selected. Ms. Rozak moved the hiring of Lynne James effective March 1, 2022. Pay rate of 18.00 per hour, with all benefits afforded all full time employees, upon passing pre-employment testing. Mr. Hirt seconded the motion. Roll Call all voted YES.



Fiscal Officer







Danbury Township Board of Trustees