

CHARTER TOWNSHIP OF BREITUNG

Office of the Superintendent

3851 Menominee Street

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May 10th 2021 Board Meeting Report

May 6, 2021

- Meetings that I have attended or will be attending:
 - May 3rd County COVID Cooperative Meeting
 - May 3rd Special Board Meeting
 - April 7th County GIS meeting
 - May 11th Economic Alliance
 - May 13th Planning Commission
 - Public hearing for conditional use permit
- Zoning / Permits
 - Process requests and furnish information on land use, Environmental history and zoning regulations of parcels for possible future development.
 - Process applications for: zoning permits, conditional use permits and variances.
 - We are getting applications for new home construction, though some may be delayed or downsized due to contractor availability and increased prices for lumber.
- Personnel:
 - BS&A Live remote training for Utility Billing and Building Department is available to schedule for and by office staff. Two 2–4-hour sessions are anticipated, though additional sessions are available if needed.
 - New hires for Utility Clerk / Amin Assistant and Deputy Assessor-Zoning Admin are doing well. We are setting up a phone extension and another work area for Code Enforcement and will be upgrading one workstation for expanded use of GIS.
 - The Office hours currently are working well. For the time being I would still like to keep the 8:00am to 12:30pm unlocked hours. This allows time for training and other projects, especially when there is not a full office staff on duty. The office number and my cell number are on the front door for anyone who stops after 12:30pm. I also make appointments for after 4:00pm for those who can not get in during the day. Many people have transitioned to applying and submitting permits, or other inquiries by email allowing for a quicker turnaround time.
 - PHONES are now back to direct dial to the person you are calling, so you do not have to choose from a menu, and the voice messages are updated. Any call to assessing now rings at both Mike's and Justin's desk.
- Infrastructure
 - Working with the DPW Superintendent and Coleman Engineering on facilitating the water main upgrade that was approved and engineered last year. There are opportunities for Pine street water main and lateral service lines install. We will be evaluating Emmet Street's water main and replacement of service lines to coincide with upcoming road work. These will also count towards the EGLE mandated Lead-Copper line replacement.

www.breitungtp.org

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- **Fire Department**
 - Working with the station chiefs and training officer on equipment, maintenance, and training needs.
 - Notification of any Grant award for the SCBAs has been delayed. There has been a pause of any grant awards coming forward. Whether this grant is awarded will determine how to proceed with pending proposals for other equipment upgrades and replacement.
 - Jim Rose will be on the agenda for May 24th meeting to update the Board on the Fireman's memorial project. In the past, the Board Approved participation in adding fireman's names to the State-Wide memorial display.
 - Included in non-agenda items (FYIs) is a thank you to the Fire Department from the Mortl's of Collin Road who had a fire on Easter Sunday. They also included a donation of \$500 to the Fire Department!

- **Projects**
 - I have an upcoming meeting with Colin Jacobetti to evaluate the scope of work needed to construct a single use ADA public bathroom near our front entrance, as well as options for creating a defined lobby area. Though they have not yet published the final rules for the Federal Relief Funds allocated to the Township, the information so far indicates these upgrades would be allowed.

- **GRANTS**
 - Scrap Tire Cleanup Grant. (awaiting award notification)
 - AAA Traffic Safety Grant (awaiting award notification)
 - FEMA Grant for SCBAs (awaiting award notification)
 - DNR Volunteer Fire Assistance Grant Program; pending.
 - DNR Recreation Grants; pending.

- **AUDIT**
 - We should be receiving the final Audit soon.

- **ORDINANCES**
 - Working with Code Enforcement for input to author proposed amendments and additions to present to the Board.

Respectfully Submitted, Steve Mulka

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