

# CHARTER TOWNSHIP OF BREITUNG

## Office of the Superintendent

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## February 13<sup>th</sup> , 2023 Board Meeting Report

February 9, 2023

- Meetings:

- January 24<sup>th</sup>: Met with residents on limitations of private roads: turning them over to the Road Commission and what that would require.
- January 25<sup>th</sup> : Road Commission Attorney Meeting on Abandoning Right-of-ways verses Vacating.
- January 30<sup>th</sup> : Waste Management Committee Meeting
- January 31<sup>st</sup> : Waste Management Committee Meeting
- February 2<sup>nd</sup>: Water & Sewer Board Meeting
- February 7<sup>th</sup> : Developer Meeting (Pine Mountain)
- February 8<sup>th</sup> : EGLE Grant application meeting
- February 8<sup>th</sup> : Cyber Security presentation
- February 9<sup>th</sup> : Future Land Use Committee (Master Plan update)
- February 10<sup>th</sup>: Personnel Committee

- Infrastructure

- A steering committee meeting or a “vision” meeting of the Board should be scheduled soon to provide direction for the Township’s office space needs. The Clerk’s department and the Assessing Department need space, and more efficient use of space. Assessing has code enforcement deputy, hearing officer, and Fire Chief sharing workspace in their area. The Clerk’s work area is not adequate for the responsibility of “all Township records” and related records storage. During elections there are additional election employees and related processes that crowd the existing office areas.
- As part of the audio-visual upgrade process, the next step was to have our audio system connected to our AV system for digital recording, webinars, remote meeting use, presentations and training.
- Met with Coleman Engineering on letting Bids for three water projects in 2023, and Grant requirements for 2024 water system improvements. Bids are set to be let.
- Working on a capital improvement Plan for publishing in our Master Plan. After a public input meeting and recommendations from the Planning Commission the Board can adopt an updated and current Capital Improvement Plan.
- The Township’s Median Household Income is too high to qualify at “disadvantaged” for EGLE grants. I have appealed to use only those on the water system, and to explore an income survey for those on the system. I will be consulting with EGLE staff on using the attached water system/s of Kingsford and Iron Mountain data. They both qualified as “disadvantaged”. If we are allowed to blend the data, we have a chance; if not, I was advised there is no need to apply.
- In evaluating areas needing carpets cleaned, and how they came out the last time. As part of regular building maintenance, I am pricing carpet replacement in my office and the conference room. The only carpet replaced since before 2000 is the main office area.

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- 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.
  - **February Committee Meeting** of the Planning Commission Future Land Use Committee was productive. Draft changes will be presented at the March Planning Commission meeting to approve recommendations to the Board.
  
- Additional:
  - Closed out 2022 Scrap tire Grant with a total tire count of 995. I have submitted for full reimbursement of the cost. This was a decent number, considering it was only open for two months due to delayed contractor participation.
  - Applied for 2023 Scrap Tire Grant Program. The Township has been awarded \$9,000 to continue the program. This year I will be applying for direct vendor payments to reduce time and paperwork for the Township. I will be working with Jay about a drop off site at the DPW (enclosed semi-trailer).
  - Township attorney / Code Enforcement Deputy have been in contact for our upcoming court appearances on Blight.
  - Met with Road Commission and their attorney helped define our role in abandoning public right of ways. The Township actually is the first property recipient if an “absolute abandonment” is done; more similar to a “vacating” as defined in the Land Division Act. Any alleys that are abandoned or vacated in a platted area are the jurisdiction of the Township. Any future requests involving platted alleys will be processed by the Township.
  
  - RFPs
    - Our Copier was purchased in 2014 and we have been having regular service calls for repairs. In addition, the ongoing maintenance contract is not cost effective, especially for color copies. A draft RFP draft has been drawn up.
    - Bids to be let soon for our 2023 Water system projects. Awaiting confirmation of a March delivery date for materials.
  
- REMINDER: if you haven’t signed up yet, the MTA annual Conference is April 17 – 20 2023

Respectfully Submitted,

Steve Mulka, Superintendent

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