

**ONOTA TOWNSHIP BOARD**  
MINUTES OF REGULAR MEETING  
DECEMBER 6, 2021

**I. CALL TO ORDER**

The meeting was called to order at 7:00 pm.

Present: Terry Pihlainen, Supervisor  
Cheryl Lane, Treasurer  
Catherine Kimar, Clerk

Connie Lacko, Trustee  
Brian Bresette, Trustee

**II. AGENDA**

A motion was made to accept the agenda as amended (*add "E. Zoning Board of Appeals Reappointment" under new business*).

Motion: Brian Bresette  
Support: Terry Pihlainen  
Motion carried.

**III. MINUTES**

A motion was made to accept the minutes as presented.

Motion: Brian Bresette  
Support: Catherine Kimar  
Motion carried.

**IV. REPORTS**

A. Financial Report

The treasurer presented the bills for payment.

A motion was made to pay the monthly bills as presented (plus a bill for \$220 that arrived today, to be audited next month):

- » \$27,337.41 for the general fund, checks #5212-34;
- » \$960.08 for the fire fund, checks #2072-77; and
- » \$6,396.91 for the solid waste fund, check #1229.

Motion: Catherine Kimar  
Support: Terry Pihlainen  
Motion carried.

A motion was made to approve the monthly balance sheet and profit & loss statements for the general fund, fire fund, solid waste fund and tax fund as presented by the clerk.

Motion: Brian Bresette  
Support: Cheryl Lane  
Motion carried.

Roll call vote  
Ayes: Cheryl Lane  
Terry Pihlainen  
Connie Lacko  
Brian Bresette  
Catherine Kimar

Gen: 608,968.27
Fire: 293,586.27
SW: 117,528.26
Tax: 1,101.05

B. Assessor Report

The clerk read the final report from the assessor (*copy on file*). A new assessor was hired this month and files/duties are in the process of being turned over. The Board of Review will meet on December 13 at 3:30 pm.

C. Zoning Administrator Report

The clerk read the report from the zoning administrator (*copy on file*). There is a proposed text amendment to the Zoning Ordinance regarding shipping containers. A public hearing will be held December 14 at 7 pm on this.

D. Fire Department Report

Chief Kimar read the Fire Department report (*copy on file*). There were no calls in November.

E. Planning Commission Report

Trustee Bresette reported that a public hearing will be held on shipping containers (details as above in the zoning report). CUPPAD will work on a survey for the Master Plan. They will submit all costs related to the survey to the township. Brian will bring the zoning text amendment to the board if it is approved by the Planning Commission.

Regarding the Master Plan survey, the clerk said the Planning Commission does have a line item for postage (721-733), but that it had a budget of zero and needed to be amended if the survey would be mailed during this budget year.

The previous postage cost (2017) to send out the recreation plan survey was \$259.70. The printing of the survey was estimated to be less than \$75 (within budgeted amount). There are approximately 550 known addresses:  $550 \times 0.58 = \$320$ . (*Note: the blight survey was sent out as an enclosure in a newsletter and thus incurred no postage costs*).

F. Supervisor Report

The supervisor reported on the following:

- \* Alger County contacted him regarding potential brownfield projects (specifically the Tioga Tavern and old Laughing Whitefish store). However, any site remediated in this manner would be required to have a planned future use that would benefit the public.
- \* Filled out surveys.
- \* Meeting with Department of Natural Resources (DNR) about Tyoga Trail tomorrow.

G. Tyoga Trail

Tyoga Trail was cleared of downed trees after the recent windstorms. The campground is winterized. The future of the campground operations will be discussed with the DNR tomorrow.

## V. CORRESPONDENCE

*none*

## VI. PUBLIC COMMENT

*none*

## VII. UNFINISHED BUSINESS

A. Snowplowing Bids

A motion was made to accept the bid from Terry Lane at the rate of \$46/push.

Motion: Brian Bresette  
Support: Connie Lacko  
Motion carried.

B. Custodian Position

The board received a letter from Gail Krejci stating that she did not wish to continue as the custodian. There had been a second applicant (Jennifer Hough). Fortunately, the clerk had been notified of the situation before she sent any correspondence about the job to this applicant.

A motion was made to accept the letter of resignation from Gail Krejci and to hire Jennifer Hough as

custodian at the rate of \$175/month.

Motion: Brian Bresette  
Support: Terry Pihlainen  
Motion carried.

## VIII. NEW BUSINESS

### A. Board of Review Resolution

A motion was made to change the Board of Review date to December 13, 2021.

Motion: Catherine Kimar  
Support: Terry Pihlainen  
Motion carried.

Roll call vote  
Ayes: Cheryl Lane  
Terry Pihlainen  
Connie Lacko  
Brian Bresette  
Catherine Kimar

### B. Budget Amendment

A motion was made to increase the account 000-580 (contributions from local units) by \$15,000 and to increase the corresponding activity 751-850 (community promotion) by \$15,000 to account for grant revenue exceeding budgetary expectations.

Motion: Catherine Kimar  
Support: Brian Bresette  
Motion carried.

### C. Planning Commission Reappointment

The term of Fred Ivers expired, but he submitted a statement that he wished to continue serving. The supervisor recommended the reappointment of Fred Ivers to the Planning Commission.

A motion was made to accept the recommendation of the supervisor and reappoint Fred Ivers to the Planning Commission.

Motion: Brian Bresette  
Support: Catherine Kimar  
Motion carried.

### D. Americans with Disabilities Act (ADA) checklist

Any building used as the voting precinct must meet ADA compliance for accessibility. In the past, the Bureau of Elections offered a voluntary checklist to help clerks evaluate the ADA compliance of a building used for elections.

This checklist is now mandatory and must be submitted to the state (by February). A building reported to be non-compliance may result in inspections, penalties, or the building being disqualified for elections. The clerk provided copies of the 10-page checklist for the board. She reported the following status after taking measurements:

- (1) **Kitchen area:** compliant – the ramp, doorway, handle, railing, etc – are all within standards.
- (2) **Doorway between the rooms** - has a homemade ramp. This ramp is the right angle and pitch, but it is not wide enough and lacks required handrails. Furthermore, the ramp ends at the raised area in the back of the room. There is no way to reach the actual meeting room floor (where the voting machines are). Ideally this situation would be mitigated, but due to the significant drop with multiple levels to descend – there is no safe, feasible way to provide ADA compliant access internally. The safest and already compliant method for bathroom access would be using the

outdoor ramp to the kitchen doorway.

(3) **Meeting room:** non-compliant due to

- \* the doorway width (barely 31 inches – minimum is 32, recommended is 36-40)
- \* lack of beveled threshold (for assistive devices with wheels)
- \* door handle style (must be usable with one hand)
- \* outdoor ramp handrail height (must be 34-38 inches high, currently over 40).

The clerk recommended that the meeting room entrance be modified for ADA compliance (replace door, handle, bevel threshold, add handrail). The board discussed the matter. The supervisor agreed to draw up specs for the project so that it could be put out on bids.

E. Zoning Board of Appeals (ZBA) Reappointment

A letter was returned from Theodorus Mesu indicating that he wished to continue serving on the ZBA.

A motion was made to reappoint Theodorus Mesu to the Zoning Board of Appeals (3-year term).

Motion: Terry Pihlainen

Support: Cheryl Lane

Motion carried.

**IX. PUBLIC COMMENT**

Opened: 7:30 pm

Comment received from: Terry Lane on the indoor handicap ramp.

Closed: 7:32 pm

**X. BOARD CONCERNS**

*none*

**XI. ADJOURNMENT**

A motion was made to adjourn the meeting at 7:33 pm.

Motion: Cheryl Lane

Support: Connie Lacko

Motion carried.

Respectfully Submitted,

Onota Township Clerk

Proposed: 6-Dec-2021

Approved: 3-Jan-2022