

MECOSTA TOWNSHIP BOARD
19729 11 MILE RD. BIG RAPIDS, MI 49307
October 13, 2020/UNAPPROVED MINUTES
REGULAR MEETING
PREPARED BY CLERK, LOIS BRENNAN

1. **CALL Meeting to Order-** Supervisor, Michele Graham called the meeting to order at 6:00 p.m.
2. **PLEDGE TO THE FLAG**
3. **Roll Call-** John Johnson, Mary Quinlan, Lois Brennan, Michele Graham, present. James Cain absent.
4. **Approval of the Agenda-** Motion made by Mary Quinlan, John Johnson 2nd to accept the agenda as presented. All aye, motion carried.
5. **Approval of Minutes-** Motion to accept minutes from September 8th and September 14th, with correction of a typo in the date on September 14. by Mary Quinlan, John Johnson 2nd. All aye, Motion carried.
6. **Treasurers Report-** Treasurer Mary Quinlan reported for the month of September 2020. The Treasurers report was accepted as presented by Supervisor Michele Graham and entered into the official record.
7. **Approval to Pay Bills & Payroll-** Motion made by Mary Quinlan, John Johnson 2nd. To pay all bills and payroll reported in the amount of \$39,432.58. Roll Call: Mary Quinlan- yes, John Johnson – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.
8. **Public Comment-** None heard.
9. **Reports:**
 - A. **County Commissioner Report-** Per Tom O’Neil- Mr. O’Neil simply posed a question to the Board that had been asked of him, which was if our current building inspector is the fella out of Newaygo County. The resident that spoke with Mr. O’Neil conveyed that he was a very knowledgeable person and was very easy and pleasant to work with. Michele Graham confirmed that the inspector is indeed the same from out of Newaygo County, and that it is further down the agenda as a discussion item.

- B. Assessor/Supervisor Report-** Per Michele Graham – Assessors Report: Michele has started land studies. There have been over 300 property transfers. 173 “good” sales, which is interesting. Supervisor report: Michele has attended two meetings for the Dragon Trail. They are hiring a prime professional, Spicer Group, to take care of the Grant process. Cassair has been working two days to install the new internet/phones lines. 192nd is complete. Junk- Michele will be writing two tickets within the week. She also has one new junk complaint.
- C. Clerk-** Per Lois Brennan- we have 2189 registered voters in Mecosta Township, at this time we have sent out 616 absentees. There is already 44% of the absentee ballots returned. All other matters in the clerk’s office are quiet at this time. Focus is election prep and procedure. The new tabulator that was order with board permission also has shipped and will arrive prior to the November 3 General Election.
- D. Cemetery-** Nothing new, an email was received by Kenn Vredenburg to cancel the joint meeting due to covid 19. We have not been getting copies of the monthly bills from Austin Township. But do receive them once we ask for them.
- E. Budget-** everything is in order and looks good at this time.
- F. Planning Commission-** Per Michele Graham in James Cain’s absence. Meeting was last week at which a hearing took place in regards to some ordinance changes and re zoning. Michele made note that one person was not happy about the ordinance regarding solar panels being in residential areas. The planning commission did approve the ordinance, and sent it to the board for final approval.

10.Unfinished Business:

A. Fire Department: Per Chief Ron Palmer –

- **Reports-** there have been 19 runs in the last month, 80% of those being medical.
- The new brush truck is here. And being equipped.
- All trucks will go through yearly maintenance next month.
- I.D. equipment is all here. Just awaiting a laptop.

- Firefighter, Richard Spedowske, from Big Rapids City Fire Department, passed away from COVID-19. Funeral arrangements were passed along. Our condolences for the family and friends of Mr. Spedowske.
- Chief Palmer will be scheduling pump testing on E-1 and E-2.
- There is a national Nitrile glove shortage. Hospitals get their orders first; we are still in good shape at our department. The worry is the flu season is coming and some of the symptoms are the same as covid, ppe will be used more frequently. Chief has put our department on a 2 box per month program with our distributor to ensure ample supply going forward.
- There are no injuries to report.
- Rope rescue training continues.
- Nozzle training, SCBA training.
- Chief Palmer also read a letter sent from the family of a boater who was killed in a boating accident this summer. Our prayers are still extended to this family as they go through their time of grieving. The letter was a wonderful display of appreciation for the many departments involved in the rescue/recovery efforts.

B. Hallway Carpet – quotes were gathered from Gilberts Floor Covering to replace the hallway carpet in township hall office. The current carpet is beginning to unravel, concern is for tripping hazard Two quotes were gathered one was with materials and installation the other was just for materials, Lois’s husband does install and is willing to install the carpet for the Township. The current flooring in the offices/hallway was installed in 2003. Motion made to accept quote for materials only and hire Randy Brennan to do tear up and install new carpet squares and spend up to \$1,800.00 for carpet squares as well as installation, by Mary Quinlan. John Johnson 2nd. Roll Call: Mary Quinlan – yes, John Johnson – yes, Michele Graham – yes, Lois Brennan – abstained.

C. Building Department –

Building Official - The Board needs to officially accept Mr. David Wright as our building official, Mr. Wright charges \$30.00 per hour.

Mr. Wright uses his own vehicle, and does make special allowances to preform inspections on his way home from work at night. Mr. Wright has worked without Mechanical/Plumbing and our Electrical Inspectors and both are happy to be working with Mr. Wright. Motion made to accept Mr. Wright as the Mecosta Township Building Official by Lois Brennan, John Johnson 2nd. All aye, motion carried.

Building/Zoning Employee Review – New employee Amy Dalman was a little concerned over her review and raise. She is asking the board to reconsider her raise amount as she believes we were not properly informed of all tasks that she has learned and accomplishes daily. Amy presented the Board members with a letter. After much discussion and a more in-depth review of Amy's current progress it was decided to award her with another. 50 in her raise. Treasurer Quinlan did voice concerns on outlining hours, as currently Amy's hours do bounce a little. It was discussed that her hours should be 7:00Am-3:00pm, unless prior arrangements are made with Supervisor Graham, Clerk Lois Brennan voiced concerns of Amy's position with the village filtering into her work hours with the Township. Supervisor Graham is to discuss both concerns with Amy. Motion made to increase the Building Assistant Amy Dalman's hourly rate by .50 which would bring her raise up to an even \$1.00 based on job performance retroactive to September 1, 2020, by Mary Quinlan, John Johnson 2nd. Roll Call: Mary Quinlan – yes, John Johnson – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried. The next review for Amy will be in March.

- D. **Zoning Changing & Ordinance Amendment** – Approval of the zoning changes and ordinance amendments for ordinance number 2020-2 as presented by the Planning Commission. Motion made by Lois Brennan, Mary Quinlan 2nd. Roll Call: Lois Brennan – yes, Mary Quinlan – yes, John Johnson -yes, Michele Graham – yes. Motion carried. Supervisor Graham will contact the Townships Attorney following this meeting to pass along the approval and have the notice put in the paper, the ordinance changes will become effective 30 days after publication.

- E. **Junk Day/Scrap Metal** - Junk Day is scheduled for the first Saturday in May. Our agreement with R&R Scrap metal is that as long as the event does not cost the owner of R&R Scrap, he would perform the service for us for free. However, this year there was a cost to R&R as metal prices are down due to covid. R&R sent a bill in the amount of \$150.00. total cost to R&R was \$300.00 however the owner was graciously willing to split the difference with the Township. Discussion amongst the Board members that the service that is offered by R & R meets and exceeds the needs of the Township, and R&R has always performed above and beyond on Junk Day with multiple trips back and forth from his home base in Reed City. Motion made to pay the full \$300.00 bill in support and gratitude of R & R Scrap Metal for the service they perform for our township, by John Johnson, Mary Quinlan 2nd. Roll Call: John Johnson – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.
- F. **Hall Rentals** – There is one rental for a Christmas Craft Show that has been booked for over a year. Discussion by board as to whether to allow the booking to continue given social distance rules and mask requirements and enforcement of these guidelines. The Board thought it best to send a letter to the contract holder for the event, that all CDC guidelines and State laws are to be followed or she will lose her deposit. Michele Graham agreed to drive by the event to see if the guidelines were in deed being followed and enforced. The Board reiterated their position that there are not to be anymore rentals until we all know and see what is going to happen regarding the Covid19 pandemic.
- G. **Designated Assessor**- As we all are aware the State of Michigan is requiring a county designated assessor. Motion made to accept the Interlocal agreement for county designated assessor and enter into the contract with Mecosta County by John Johnson, Lois Brennan 2nd. All aye, Motion carried.

11.New Business:

- A. **Mecosta County Development Corporation**- Mr. Jim Sandy addressed the board, Michele identified herself as a chair person on

the Development Corporation board so she will not be voting on this topic. Mr. Sandy gave an overview of what it is the MCDC has been working on, including grants being provided for area business in regards to the CARES act from COVID19. Motion made to continue our agreement with MCDC in the amount of a \$2,000.00 contribution, by Mary Quinlan, John Johnson 2nd. Roll Call: Mary Quinlan – yes, John Johnson – yes, Lois Brennan – yes, Michele Graham- abstained. Motion carried.

- B. Hall Security System-** Supervisor Graham has researched a security system for the hall, specifically for hall rentals given some rentals during covid not following guidelines. The system would include a 4-channel network recorder, 4 cameras and labor for installation. It was decided by the Board at this time that the topic discussion will wait as we are not currently allowing rentals. This topic will be brought back at a later date.
- C. Election Equipment-** Clerk Brennan has asked to enter into contract to apply for a grant to offset the expense of a new tabulator which was agreed upon by the Board last month to order. The grant would cover half of the price of the new tabulator. Motion made to allow Clerk Brennan to sign and submit the grant contract, by Mary Quinlan, John Johnson 2nd. Motion carried.
- D. Insurance-** an insurance company has reached out to the Township to quote the insurance needs. It was discussed by the board and ultimately decided to wait as we have just paid all premiums for this next year. This discussion will resume within the first quarter of next year.
- E. Office Hours-** Discussion by the Board as to office hours now that we have a new building official and Building Assistant. It was agreed that office hours will be 8:30am-3:00pm Monday thru Friday. These hours are to begin on November 1, 2020.
- F. Office Cleaning-** Service Master of Big Rapids issued a letter and a change order in regards to a small price increase of \$1.50.

12. Brief Public Comment- Mr. Ken Draves spoke with regards to the ordinance provisions on chickens, as well as correcting a misspoken comment about a resident and the solar panels made earlier in the meeting, Supervisor

Michele Graham agreed she had misspoken, and agreed with Mr. Draves as to the concern from the resident. The resident actually felt the ordinance was too restrictive regarding solar panels. Mr. Draves also made note that there was concern that the Reith Riley pit may become a parking lot for the Dragon. There is understanding that Reith Riley had a 20-year agreement with the township. Mr. Draves inquired as to where we're at in a timeline with that agreement.

13. Announcements/correspondence- none heard

14. Adjournment- Motion made by Mary Quinlan to adjourn at 7:13pm, John Johnson^{2nd}. All aye, motion carried. Meeting was adjourned by Supervisor Michele Graham.

**Lois Brennan, Clerk
Mecosta Township**