

MECOSTA TOWNSHIP BOARD
19729 11 MILE RD. BIG RAPIDS, MI 49307
December 14, 2021/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, James Cain, present.
4. **Approval of the Agenda:** Motion made to approve the agenda as presented, by James Cain, John Johnson 2nd. All aye, motion carried.
5. **Approval of Minutes:** Motion made to accept the minutes from November 9, 2021, as presented, by Mary Quinlan, James Cain 2nd. All aye, motion carried.
6. **Treasurers Report:** Per Treasurer Mary Quinlan- reporting for the month of November 2021, fund balances are as follows: General fund checking \$519,865.29, First Responders: \$-1583.20, Fire-Equipment/Building (mileage account) \$98,017.39, Fire Fund-Operations \$-38,461.48, Total funds \$577,838.00. Special note: Fire Fund Operations/First Responders will show in the negative until after tax collection is complete, First Responders are awaiting their next disbursement check. Accounts are not actually in the negative as there is one General Fund account. Supervisor Michele Graham accepted the treasurers report as presented and entered it into the official record.
7. **Approval to Pay Bills & Payroll:** Motion to pay bills and payroll in the amount of \$64,564.19 by James Cain, John Johnson 2nd. Roll Call: James Cain – yes, John Johnson – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.
8. **Public Comment:** none heard.
9. **Reports:**

A. Fire Department: Per Chief Ron Palmer- There were 37 total runs in the past month.

Personnel have been measured for the dual roll turnout gear.

Samantha Luce and Black Gulick have been measured for their structural gear.

ISO inspection Thursday February 3rd, 2022. This is for insurance rating for the township residents.

Firefighter payroll has been completed for the 2020-2021 year.

Lights in the meeting room need to be replaced 4 of the 8 are currently out. Lights replacement to LED is estimated at \$1350.00

5 area departments are working together to write a grant for air tanks. The process is almost completed and ready to be submitted.

There are no injuries to report.

Training is scheduled for 12/23/21 for ladders, ventilation, RIT training. At the station 6:00pm-10:30pm.

Assistant Chief testing is in January, Chief Palmer would like to implement the new Asst. Chief at the 2nd meeting in February. He has requested officers from outside of the area departments to sit on the testing/interviewing of potential Assistants.

Responders/ rope rescue training continues. Retired Asst. Chief Brennan has completed the training of staff on the computer reports and has now officially ended his time with the department.

B. County Commissioner Report: Per County Commissioner Tom O'Neil- observation that the street light at 185th and 10 Mile is still out. Supervisor Graham has had contact with Consumers Energy and relayed to Mr. O'Neil that the light is being replaced/relocated.

- C. Assessor/Supervisor Report:** Per Supervisor Michele Graham – **Assessors Report:** Michele provided the Board with a report outline regarding where she is with assessments of the township residents properties/businesses. 130 Residential Improved, 129 improved sales, 25 Ag. Improved, 15 Commercial improved, 83 building permits to inspect in the next two weeks as well as personal property. Michele’s report also included L4018 ratios as well as the Township ratio. There are 421 property transfers she is in the process of updating. She did attend an all-day class with MAA for report writing. She is also currently working on the end of the year balancing and getting ready for AMAR and preparing for Board of Review. **Supervisors Report:** Michele and Zoning Administrator Amy Dalman are receiving multiple emails daily from a resident whom has caused trouble in the past. Information regarding the emails and frequency of the emails has been forwarded to the Townships attorney.
- D. Clerk:** Per Clerk Lois Brennan- EMC Insurance safety audit came back with zero violations both for the Township as well as the Fire Department/First Responders.

Clerk Brennan is preparing for the end of the year close out of payroll and taxes.

Clerk Brennan informed the Board that she had met with Insurance Representative Ken Lind to sign Insurance coverage proposal for renewal insurance policies for the Township as well as the Fire Department/First Responders. A copy of the proposal was provided for each Board Member. During the meeting a suggestion was made to add Cyber Insurance provided by CyberSolutions through EMC to our policy in the event our computer systems are ever breached. Treasurer Quinlan is to research insurance provided by the Point and Pay company currently used for receiving payments. Clerk Brennan is to research the expense of the added insurance through EMC and Ken Lind.

Clerk Brennan asked the Board if payroll scheduled could be changed from once a month to bi weekly, due to the implementation of the new time clock, and ease of budgeting for employees Motion made in the form of Resolution 2021-009 to allow payroll for township board members and employees to be processed and paid on a bi weekly schedule, by James Cain, John Johnson 2nd. Roll Call: James Cain – yes, John Johnson – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried. Resolution 2021-009 adopted.

- E. Cemetery:** Per Supervisor Michele Graham- nothing new to report.
- F. Budget:** Per Revenue/Expense report, all is in line.
- G. Planning Commission:** Per Trustee James Cain, continuing to work towards the Master Plan. Discussion amongst the commission revolves around ordinances that may need to be revised for clarity. A sub committee has been formed to review ordinances in finer detail.

**Reports from the Building/Zoning Dept. were provided for the Board for review from Amy Dalman Zoning Administrator. The reports outlined business

10.Unfinished Business:

- A. Enforcement Officer:** No new discussion, the Board has scheduled another workshop for January 11, 2022 at 5:00pm prior to the Township Board general meeting. Board members were asked to once again review materials provided at prior meetings.
- B. Township Policy:** no new changes, the sub committee has not met.
- C. Roads:** The Mecosta County Road Commission has sent a contract for bringing services for the 2022 season. Outlined in the contract was the fact that the MCRC will be contracting the service out to another company and pricing information. The Board agreed to not sign the contract at this time and research other possibilities. Supervisor Graham is to contact Supervisor Vredenburg on the advice of County Commissioner O’Neal, as to the company that brined roads for Austin township this past summer season. Also noted that there is possibly a 6% increase for road work coming in the new year.

- D. Buoys:** There was a mathematical error made last month when voting to purchase the buoys for Township waterways. The buoys would actually be \$1256.38 with lights and tax. Supervisor Graham will have the tax removed from billing. Last month the lights were not included in the approved dollar amount. Motion made to approve purchase of the buoys with lights in the amount of up to \$1200.00, by James Cain, Lois Brennan 2nd. Roll Call: James Cain – yes, Lois Brennan – yes, John Johnson – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried.
- E. Board of Review Members:** Supervisor Michele Graham informed the Board that there is still a need to fill one seat on the Board of Review as well as one seat as an alternate Board of Review Member. The class for Board of Review members is scheduled for January. Current Board of Review Members agree the class is very informative and interesting. Anyone wishing to become a member should contact Supervisor Michele Graham.

11. New Business:

- A. Employee Review (closed session):** Entered closed session at 6:42pm re entered open meeting at 7:02pm.
- B. Deputy Clerk Computer, Enforcement Officer Computer:** Both computers are out of date and extremely slow. Clerk Brennan had addressed computer issues with IT Right last year and it was recommended that any system over 5 years old should be replaced. Motion made to spend up to \$2,000.00 for two computers, by Lois Brennan, John Johnson 2nd. Roll Call: Lois Brennan – yes, John Johnson – yes, James Cain – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried.
- C. 2022 Poverty Guidelines & Asset Test (by Resolution):** Supervisor/Assessor Michele Graham provided the 2022 Poverty Guidelines, the Poverty Exemption checklist, the Asset Test, Poverty Exemption Affidavit and application for the Boards review. Motion made in the form of Resolution 2021-010 to accept Poverty Guidelines and Asset test as presented by Lois Brennan, James Cain 2nd. Roll Call: Lois Brennan – yes, James Cain – yes, John Johnson –

yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried. Resolution 2021-010 adopted.

- D. B.O.R. Inspection Policy (by Resolution):** Supervisor/Assessor Michele Graham provided the Board with a copy of the Parcel Inspection policy from the Board of Review, this is a policy that has always been used, however new State guidelines require the policy be adopted by Resolution. Motion made in the form of Resolution 2021-011 to accept and implement the Board of Review Policy for Parcel Inspections, by Mary Quinlan, Lois Brennan 2nd. Roll Call: Mary Quinlan – yes, Lois Brennan – yes, James Cain – yes, John Johnson – yes, Michele Graham – yes. Motion carried. Resolution 2021-011 adopted.
- E. Hall & Office Roof:** Quotes for roofing repair/replacement were provided by D&D Roofing 4G out of Fremont. The Board discussed the quotes and would like to gather at least a couple more quotes before reaching a decision.
- F. 2022 Holiday & Board Meeting Dates:** Supervisor Graham offered the 2022 schedule of days off and meeting dates for the Boards review. Motion made to accept the presented calendar as presented by James Cain, Lois Brennan 2nd. Motion carried.

12. Brief Public Comment: a suggestion to contact B&V for a roofing quote was heard.

13. Announcements/correspondence: nothing.

14. Adjournment: meeting was adjourned by Supervisor Michele Graham at 7:40pm.

**Lois Brennan, Clerk
Mecosta Township**