

**MECOSTA TOWNSHIP BOARD**  
**19729 11 MILE RD. BIG RAPIDS, MI 49307**  
**November 9, 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 with the change of dropping A.) Fire Department under unfinished business and moving A.) Muskegon River Watershed Assembly from New Business to Unfinished Business, by Mary Quinlan, James Cain 2<sup>nd</sup>. All aye, motion carried.
5. **Approval of Minutes:** Motion made to accept the minutes from October 12, 2021, as presented, by Mary Quinlan, James Cain 2<sup>nd</sup>. All aye, motion carried.
6. **Treasurers Report:** Per Treasurer Mary Quinlan- reporting for the month of October 2021, fund balances are as follows: General fund checking \$613,843.53, First Responders: \$397.50, Fire-Equipment/Building (mileage account) \$98,017.39, Fire Fund-Operations \$-33,213.11, Total funds \$679,045.31. Special note: Fire Fund Operations will show in the negative until after tax collection is complete. 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 \$209,019.71 by James Cain, John Johnson 2<sup>nd</sup>. Roll Call: James Cain – yes, John Johnson – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.
8. **Public Comment:** Mr. Al Gunther, 11654 190<sup>th</sup> Ave. addressed the Board briefly to say thank you on behalf of their neighborhood for acting quickly to remedy the pothole at the head of their road. Mr. Gunther did inquire about

the drain being cleaned out as that has not happened yet. Supervisor Graham will call in the AM to see when that may be a possibility of being serviced.

**9. Reports:**

- A. **County Commissioner Report:** Per County Commissioner Tom O'Neil- nothing to report via the county, however did bring attention to Supervisor Graham that a street light located at 10 Mile & 185<sup>th</sup> Ave. is out and needs to be replaced. Supervisor Graham is to contact Consumers in the AM.
- B. **Assessor/Supervisor Report:** Per Supervisor Michele Graham –  
**Assessors Report:** Michele has an assessing class coming up. Michele has also signed up for a report writing class that only costs \$60.00. Michele had been at the county this morning; everyone is struggling with setting assessments on properties this year with all costs going up. **Supervisors Report:** Michele is working on a junk complaint, there is a dumpster being scheduled to clean up the property. The ongoing Junk complaint on 12 Mile/Northland Dr. has a full dumpster, but is having difficulty having it picked up and emptied. Michele will be speaking with the resident on the 19<sup>th</sup>.
- C. **Clerk:** Per Clerk Lois Brennan- Outlined next years election scheduled as provided by the State. August and November 2022 are scheduled. The State of Michigan sent a letter regarding filing instruction for monthly withholding taxes, the filing status for Mecosta Township has been changed from monthly to quarterly. Clerk Brennan is preparing for the end of the year by ordering w2 and 1099 forms to be printed and dispersed by January 31, 2022. Concern over some payroll issues were discussed, Clerk Brennan has purchased and installed a time clock that employees are now required to use to help cure issue of time cards. Also, there is a request for a hall rental reimbursement due to cancelation. The cancelation was provided within the two-week cancelation policy provided for in the contract.
- D. **Cemetery:** Per Supervisor Michele Graham- Tinker Pete has once again been signed to preform mowing duties at the Stanwood Cemetery. Kenn Vredenburg has not been able to get quotes on tree trimming/removal as yet. This will most likely wait until spring. Ladner

Cemetery is closed up for the winter. (This would mean the well house has been shut down and winterized.)

- E. **Budget:** all is in line.
- F. **Planning Commission:** Per James Cain, continuance from discussion during the work shop continued working on the Master Plans, questions the Planning Commission posed to each other are “what are some things that need to be addressed?” also, ways to involve the community to get their input. Ordinance revisions was also talked about. Also discussed was making a list to break down and work on to bring to the Township Board orderly to help reduced legal expense. Over all preparations to move forward on the Master Plan.

#### **10. Unfinished Business:**

- A. **Fire Department:** A report had been provided prior to the meeting by Chief Palmer, Chief Palmer was unable to attend due to funeral preparations for Morley Fire Chief Dan Deyo. Our condolences to the family and fellow fire personnel of Morley Fire Department.
- A. **Muskegon River Watershed Assembly:** Mr. Scott Faulkner and Mr. Marty Holtgren, spoke with the board about their organization and the different things they do within the county and several other counties along the Muskegon River. The Board was provided a packet complete with description of projects, photos and opportunities. Discussions lead to thoughts and idea concerning Mecosta Townships stretch of the Muskegon River and what if anything could be accomplished with the filling in of the river. A work shop was agreed upon and will be scheduled after the first of the year.
- B. **Constable/Enforcement Officer:** A workshop took place prior to the Regular Meeting. Discussion continued as to the differences between the two titles. And outlining the discussion during the workshop to develop job description and duties. It was decided that Code Enforcement Officer would be the better option, of the two, for the Township.
- C. **Township Policy:** goes along with the topic prior Constable/Enforcement Officer.
- D. **Roads:** Per Supervisor Michele Graham, as requested in the October meeting by the residents of 190<sup>th</sup> Ave. Supervisor Graham did get a

quote to repair 190<sup>th</sup> Ave North of 192<sup>nd</sup> from the Mecosta County Road Commission. The quote came as an “estimated” \$56,528.25. This is just an estimate and is subject to change before next spring when road projects are schedule.

- E. **Building Official:** The Board updated Trustee James Cain with discussion regarding the current building official resigning and applicant Corey Zandstra Mr. Zandstra’s terms were again gone over. Trustee Cain was allowed to weigh in on his thoughts and advised the board he was in agreeance with the terms and ready to proceed. Motion made to offer Corey Zandstra the position of Building Official for Mecosta Township, by Lois Brennan, James Cain 2<sup>nd</sup>. Motion carried.

## **11.New Business:**

- ~~A. **Muskegon River Watershed Assembly:** moved to New Business A.)~~
- B. **Buoys:** we still need to replace a few buoys on the Muskegon River, Supervisor Graham was given a heads up that the price of the buoys are going to go up substantially. Motion made to purchase 2 more buoys at the same costs as the last purchased buoys up to \$900.00, by James Cain, John Johnson 2<sup>nd</sup>. Roll Call: James Cain – yes, John Johnson – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.
- C. **Supervisors Security Window:** Supervisor Graham provided information on quotes for pass through window to be installed in her office, from OP Construction. Motion made to spend up to \$2,000.00 to have a pass-through window with sliding glass installed by John Johnson, Lois Brennan 2<sup>nd</sup>. Roll Call: John Johnson – yes, Lois Brennan – yes, James Cain – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried.
- D. **Tree Trimming:** Supervisor Graham provided estimates to have a few trees trimmed and one tree removed from Township property located at the ball field. The board discussed and provided other thoughts as to cure the tree issues. Clerk Brennan to due some research regarding township board members being allowed to conduct the work themselves.

12. **Brief Public Comment:** none heard.

13. **Announcements/correspondence:** The Township Board received a thank you card for our contribution to the fireworks in July. The Township Attorney sent a care package thanking the Township for their continued partnership.

14. **Adjournment:** Motion to adjourn by James Cain, John Johnson 2<sup>nd</sup>. Supervisor Graham adjourned the meeting at 7:04pm.

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**Lois Brennan, Clerk**  
**Mecosta Township**