

# MECOSTA TOWNSHIP BOARD

19729 11 MILE RD. BIG RAPIDS, MI 49307

February 8, 2022/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, Lois Brennan, Michele Graham, Mary Quinlan, present. James Cain, absent.

**4. Approval of the Agenda:** Motion made to approve the agenda as presented, by Mary Quinlan, John Johnson 2<sup>nd</sup>. All aye, motion carried.

**5. Approval of Minutes:** Motion made to accept the minutes from January 11, 2022, and January 29, 2022, as presented, by John Johnson, Mary Quinlan 2<sup>nd</sup>. All aye, motion carried.

**6. Treasurers Report:** Per Treasurer Mary Quinlan's reporting for the month of January 2022, fund balances are as follows: General fund checking \$697,506.05, First Responders: \$-483.63, Fire-Equipment/Building (mileage account) \$153,313.37 Fire Fund-Operations \$-40,164.34 Total funds \$810,171.45. \*Special note: Fire Fund Operations/First Responders will show in the negative until after tax collection is complete, Accounts are not actually in the negative as there is one General Fund account. Accounts will level out at the end of March. 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 \$164,372.47 by Mary Quinlan, John Johnson 2<sup>nd</sup>. Roll Call: Mary Quinlan – yes, John Johnson – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried. \*Special note \$138,659.46 of

monies approved is grant money for the Dragon Trail and is not township funds.

**8. Public Comment:** none heard.

**9. Reports:**

**A. County Commissioner:** Per Commissioner Tom O’Neil – Nothing new to report for the County currently.

**B. Assessor/Supervisor:** Per Supervisor/Assessor Michele Graham, Assessment notices are all printed and ready to be mailed out. Michele has 1,000 envelopes left once those have been used, she is going to check with the county on pricing for them to do notices and mailings as it may be better pricing than the current method of mailings.

Everything else is quiet and smooth.

**C. Clerk:** Per Clerk Lois Brennan, redistricting is completed in the State, this means that the clerks will have to mail new voter I.D. cards to some but not all residents. The County Clerk is in contact with the company that prints all our ballots to enlist them in the printing and mailing. A bill will be issued for our costs.

Our annual renewal for Walton Erickson Library was received today. Motion made to renewal contract in the amount of \$2,700.00 by Mary Quinlan, John Johnson 2<sup>nd</sup>. Roll Call: Mary Quinlan – yes, John Johnson – yes, Lois Brennan – yes, Michele Graham – yes.

**D. Cemetery:** Per Supervisor Michele Graham- nothing new to report. In the future this section will be removed unless there is something to report.

**E. Budget:** Per Revenue/Expense report, all is in line. All adjustments needed to be made will be done all at once prior to the new budget hearing.

**F. Planning Commission:** Per Interim Zoning Administrator Michele Graham, Michele has currently begun work on the master plan she will enlist Clerk Brennan for help as she goes along. The Planning Commission does have a compiled list of things regarding ordinances and some type O's needing correcting that will be sent to the Township Board once it is completed.

There has been an inquiry to have a small section of 8 Mile Rd. turned to commercial property.

**G. Fire Department:** Per Chief Ron Palmer –

- From 1-11 to 2-08-2022 there were 20 runs
- No injuries within the department
- Fuel tank is set and waiting on electrical to be wired. Tank has also been filled.
- Pump testing for Engine 1 and Engine 2 completed. One passed one failed.
- Engine 1 had to have 6 water valves replaced waiting on the invoice.
- SCBA annual maintenance and firefighter FIT test 2/9/2022 at Buffalo Park.
- Unication pagers owned by the department are having issues with overheating while charging, there have been two instances where these pagers began smoking and one exploded due to overheating. Motion made to purchase 6 refurbished Minitor 5 pagers at a total cost of \$900.00 to replace Unication pagers, by Lois Brennan, Mary Quinlan 2<sup>nd</sup>. Roll Call: Lois Brennan – yes, Mary Quinlan – yes, John Johnson – yes, Michele Graham – yes. Motion carried.
- Waiting on bid specs for the new truck. Chief Palmer would like to schedule a workshop with the Township Board Members once he has the specs.

- Rope Rescue training continues as scheduled.
- SCBA RIT Training and SCBA inspection, an AFG Grant has been written with only 4 departments included. Waiting to hear on that.
- Everything is operating smoothly in Rescue, proposed a Lieutenant position, as one individual on the department is extremely dedicated and taking priorities to keep rescue equipment maintained and organized.
- ISA audit is scheduled for 2/14/2022 in the AM. The hope is to lower the rating which would help the residents of the Township with their insurance. At least want to maintain current rating. Audits are informative as to what needs to be accomplished to lower ratings. Audits are conducted every 4 years.
- Assistant Chief testing had been pushed back due to covid quarantines. It was only fair to have both candidates test at the same time. The hope is to name and put into place a new Assistant Chief by the beginning of the new budget year at 04/01/2022.

## **10. New Business:**

**A. Tourism Industry:** Mrs. Larisa Draves, CMP, spoke to the Board regarding a nonprofit company TICOM, she works with that conducts raffles throughout the State of Michigan. Because the mailing address is within Mecosta Township Mrs. Draves is requesting permission to apply for Charitable Gaming License. Motion made in the form of Resolution 2021-001 to allow Mrs. Larisa Draves to apply for Charitable Gaming Licenses for TICOM, Tourism Industry Coalition of Michigan, by John Johnson, Mary Quinlan 2<sup>nd</sup>. Roll Call: John Johnson – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Resolution adopted.

**B. ARPA Reporting:** skipped topic.

**C. MiOSHA Protocol:** Mecosta Township has always followed CDC or MiOSHA guidelines for health and safety issues. For the record Motion was made to follow all MiOSHA health and safety guidelines for all employees, elected officials in Mecosta Township, by John Johnson, Lois Brennan 2<sup>nd</sup>. All aye, motion carried.

## **11. Unfinished Business:**

**A. Enforcement Officer:** Discussion regarding the enforcement officer position continued. Topics discussed were hour requirements and possible pay. Also discussed with how complaints would come into the office. Supervisor Michele Graham is to contact the Township Attorney to ask a few questions regarding complaint filings, Clerk Lois Brennan is to prepare and place an ad for employment in the classified section of The Pioneer as well as the Tri-County.

**B. Roof:** We have received one more bid for the roofing that needs to be done at the Township Hall, from Versatile Roofing Systems. However, given the quotes pricing we are receiving by Michigan Law 3 quotes are needed. Supervisor Graham does have calls into a few companies and is still awaiting a response. No decisions were reached at this time.

**C. Building/Zoning Department:** The Supervisor, Treasurer and Clerk have split duties of the departments position that was recently vacated. There has been a lot of cleaning up of work that was not completed or was unorganized by the prior employee. Discussion regarding placing an ad to hire for the position took place. However, the thoughts regarding the department by the Supervisor/Treasurer/Clerk is that the position would need to be revamped. It is of their opinion that the position could possibly be a part time position 20-30 hrs. a week, and quiet possibly the duties of the position could be handled by the Supervisor/Treasurer/Clerk with the way duties have been divided. Requested by Supervisor/Treasurer/Clerk was possible compensation for their time spent working with the Building/Zoning duties. The previous

employee was paid \$17.05 an hour. Hours would be recorded on a time sheet and turned in every two weeks. Motion made to pay the Supervisor/Treasurer/Clerk \$17.05 per hour for work performed in the Building/Zoning department until the end of the budget year 03/31/2022, from 04/01/2022 wage would increase reflective of the 2022/2023 wage review by John Johnson, Lois Brennan 2<sup>nd</sup>. Roll Call: John Johnson – yes, Lois Brennan – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried.

- D. Wage Review:** A proposed wage review for all employees and elected officials was provided for the Board by Supervisor Graham. In the review proposal was a 4.4% cost of living increase for all, also an increase to the Officers of the Fire Department was included by the Board, as they have not had a pay increase in 5 years. Outlined were also wages for the newly created position of Enforcement Officer depending on experience. Federal C.O.L.A. is currently at 5.7%. Motion in the form of Resolution 2022-002 to accept the proposed wage review for the 2022-2023 budget year, by John Johnson, Mary Quinlan 2<sup>nd</sup>. Roll Call: John Johnson – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Resolution adopted.
- E. 2022-2023 Budget:** The proposed new budget is \$1,027,997. The Board was given a copy to review.
- F. Roads – Dust Control:** Provided from the Mecosta County Road Commission was a quote for dust control on dirt roads throughout our township for the 2022 summer season. The quote is \$8,360. for 3 applications. Supervisor Graham did contact a company out of Newaygo County that provides dust control services, however that company has already contracted with the Mecosta County Road Commission and would not quote out the job. A secondary company that was contacted quoted \$612.00 per mile, which would be a total of \$13,464.00. Motion made to accept the Mecosta County Road Commissions quote in the amount of \$8,360.00 for 3 applications of dust control, by John Johnson, Lois

Brennan 2<sup>nd</sup>. Roll Call: John Johnson – yes, Lois Brennan – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried.

Provided for the Board were again the two quotes from Mecosta County Road Commission for road repairs. 11 Mile Rd. from 187<sup>th</sup> Ave. to Birch Park Dr. in the amount of \$88,582.00 and 190<sup>th</sup> Ave. north of 192<sup>nd</sup> Ave. in the amount of \$73,487.12. Motion made to accept the combined total of the two bids in the amount of \$162,069.00 to have work preformed on both roads, by Mary Quinlan, Lois Brennan 2<sup>nd</sup>. Roll Call: Mary Quinlan – yes, Lois Brennan – yes, John Johnson – yes, Michele Graham – yes. Motion carried.

**G. Asset Test – Max Assets:** According to Michigan State law the Township is to set the maximum amount of assets a family can have before claiming poverty exemption for taxes. Motion in the form of Resolution 2022-003 that asset shall not exceed \$10,000.00 per each person/family member residing within the household, by John Johnson, Mary Quinlan 2<sup>nd</sup>. Roll Call: John Johnson – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

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

**13. Employee Review (closed session):** No longer needed. The employee in question was relieved of their duties on 1/29/2022.

**14. Announcements/correspondence:** none.

**15. Adjournment:** Motion made to adjourn meeting by Lois Brennan, John Johnson 2<sup>nd</sup>. Supervisor Michele Graham adjourned the meeting at 7:17pm.

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Lois Brennan, Clerk  
Mecosta Township