

MECOSTA TOWNSHIP BOARD
19729 11 MILE RD. BIG RAPIDS, MI 49307
March 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:** Mary Quinlan, Lois Brennan, Michele Graham, James Cain, present. John Johnson, absent.

- 4. Approval of the Agenda:** Motion made to approve the agenda as presented, by James Cain, Mary Quinlan 2nd. All aye, motion carried.

- 5. Approval of Minutes:** Motion made to accept the minutes as presented from February 8, 2022, by Mary Quinlan, James Cain 2nd. All aye, motion carried.

- 6. Treasurers Report:** Per Treasurer Mary Quinlan - reporting for the month of February 2022, fund balances are as follows: General fund checking \$652,293.13, First Responders: \$-2,495.95, there was one more tax payment that was made in March. Fire-Equipment/Building (mileage account) \$182,656.34 Fire Fund-Operations \$-24,713.68 Total funds \$807,739.80.

Taxes collected \$3,861,263.47

Funds that stay with the Township, the 1.25 mills \$143,921.36

Fire Operations: \$87,572.00

Fire Building/Equipment \$86,340.00

About \$15,000. went to delinquent but should be returning to the township soon. Taxes are now completed and ready for an audit. The Treasurer's report was accepted as presented and entered into the official record.

7. Approval to Pay Bills & Payroll: Motion to pay bills and payroll in the amount of \$108,242.57 by James Cain, Mary Quinlan 2nd. Roll Call: James Cain – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried. *Special Note: \$95,252.96 of monies approved was a grant funneled through the Township for the Dragon Trail.

8. Public Comment: None heard.

9. Reports:

A. County Commissioner: Per Commissioner Tom O'Neil – A sad announcement informing the Board that Previous Township Supervisor Mr. John S. Boyd Sr. passed away this morning.

On behalf of Mecosta Township Board our heartfelt condolences are extended to the family during this very difficult time.

There is a meeting scheduled on March 30th at the Eagles Club in Big Rapids at 6:30 pm to address and educate the public

regarding the Spongy Moth (previously known as the Gypsy Moth).

B. Assessor/Supervisor: Per Supervisor/Assessor Michele Graham, **Assessor's report:** the organizational meeting was today for the Board of Review, there were seven (7) V.A. exemptions approved. Board of Review starts on Monday. We are coming in around \$127 mil taxable value for the township.

Supervisor's report. The three (3) of us (Treasurer, Supervisor, Clerk) have been working well together taking care of the Building/Zoning Dept. The Treasurer and Supervisor have a system down for permits that is working well.

C. Clerk: Per Clerk Lois Brennan, the office is quiet not much to report. The Clerk does have past election materials that are past their time of retention and need to be destroyed. A quote was provided from the company Shred It in the amount of \$275.00 for on sight destroy of documentation pursuant to State law. Motion to allow the clerk to schedule Shred It to shred and destroy past election materials up to the amount of \$500.00 made by James Cain, Mary Quinlan 2nd. Roll call: James Cain – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

D. Cemetery: Per Supervisor Michele Graham- Supervisor Ken Vredenburg from Austin Township provided a projected budget for the Stanwood Cemetery. Mecosta and Austin Townships both provide monies to the budget each year for maintenance and expenses of the cemetery. There was some

confusion as to the information provided as monthly reports have not been provided to Mecosta Township from Austin Township. This topic will be again presented at the budget hearing at the end of the month once Austin Township is able to send billing information as well as bank balance information.

E. Budget: Per Revenue/Expense report, all is in line. Any adjustments need will be motioned for during the budget hearing on March 30th. Supervisor Graham has begun working on line items and will have it ready for the budget hearing.

F. Planning Commission: Per Trustee James Cain, the planning commission did not meet. However, members do continue to work towards the master plan. Setting a date for the Master Plan workshop does need to be done. The thought was to set a meeting in May.

G. Fire Department: Per Chief Ron Palmer,

- There were 22 runs in the past month.
- No injuries to report.
- The fuel tank is set and wired temporarily until spring when lines can be run properly. 6x6 corner posts will also be installed to block the tank
- Engine 1 repairs are completed. 2003 was the last time the truck needed repaired.
- 4 new 50' lengths of 1.5" hose replaced that failed hose testing.

- Working on job description for the Rescue Lieutenant position, so that may be filled.
- The Fire Lieutenants interested in the Assistant Chief position have both passed their testing. Chief Palmer is waiting on responses from two (2) Chief's out of Grand Rapids on a time to schedule interviewing, he is hoping he can schedule by the end of the month. Trustee James Cain will also take part in the interviewing portion.
- SCBA annual maintenance and Firefighter FIT testing complete.
- Six (6) refurbished Minitor 5 Pagers are in service.
- Bid Specs have been sent to E-ONE and Spartan.

10. New Business:

A. Residential Building Fees: Supervisor Graham provided a spreadsheet outlining area and state fees for the building department. We are underpriced on our residential permits comparatively. To be discussed further.

B. Building/Zoning Department Hours: Since the end of January after the dismissal of the Zoning Administrator, the Treasurer, Supervisor and Clerk have split the duties of the position, accumulative hours between them in a two-week period was 30 hrs. Discussion was that the hours the building/zoning department are open could be adjusted. Motion made to change Building/Zoning department hours to Mondays, Wednesdays, and Fridays from 8:30am-3:00pm effective Monday March 14th, by Mary Quinlan, James Cain 2nd. Motion carried.

Given that the office is slow at this time and construction season is just beginning these may be adjusted later. There is no discussion as to hiring someone new to work Building/Zoning currently.

C. Mecosta Conservation District: The Board received the annual contract renewal for hazardous waste removal. Motion made to enter into contract agreement with the Mecosta Conservation District in the amount of \$1,000.00, by Mary Quinlan, James Cain 2nd. Roll Call: Mary Quinlan – yes, James Cain – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

D. Maintenance Person: Our current maintenance employee is leaving (retiring) in May, so we need a new maintenance person. Maintenance is paid \$16.00 an hour. An ad was agreed to be placed at the end of March. Treasurer Quinlan may know someone that may be interested in the position.

11. Unfinished Business:

A. Enforcement Officer: Clerk Brennan has received a few calls regarding the position. There is one application so far, it was agreed to call the applicant to see if he would meet with the Board at 5:00pm on March 30th prior to the budget hearing.

B. Roof: A company will be coming out this Friday to quote the job. Supervisor Graham is still actively trying to obtain quotes.

C. 2022-2023 Budget: Supervisor Graham presented a 3rd copy of the working budget. She has made a few adjustments and changes from last month. Supervisor Graham is still waiting for State shared revenue numbers.

D. Roads: requested estimates for Millerdale Rd. and 196th Ave. were presented by Supervisor Graham, from the Mecosta County Road Commission. Millerdale Rd from 10 Mile rd. to the end came in estimated at \$76,880.00. 196th Ave. from Park to 11 Mile Rd. came in estimated at \$34,665.50. The current budget would support the projects along with the other two roads that the estimates were already voted on during last months meeting. Motion to accept estimates request formal quotes by James Cain, Mary Quinlan 2nd. Roll Call: James Cain – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

12. Brief Public Comment: Trustee Cain introduced a young man that was in attendance of the meeting with this father, who was fulfilling a requirement for Cub Scouts by listening to a public meeting or a meeting containing discussion or debate.

13. Announcements/correspondence: Nothing.

14. Adjournment: Motion to adjourn made by Mary Quinlan, James Cain 2nd. Supervisor Graham adjourned the meeting at 6:52pm.

Lois Brennan, Clerk
Mecosta Township