

## **Mecosta Township**

### **Regular meeting**

19729 11 Mile Rd. Big Rapids, MI.

June 13, 2023/ un-approved minutes

Prepared by: Lois Brennan, Mecosta Township Clerk

- 1. Supervisor Michele Graham, called the meeting to order at 6:00pm**
- 2. Pledge to the Flag**
- 3. Roll Call:** –Mary Quinlan, Michele Graham, Tyler Huntley, Lois Brennan-present. James Cain – absent.
- 4. Approval of the Agenda:** Motion to approve the agenda as presented made by Mary Quinlan, Lois Brennan 2<sup>nd</sup>. All ayes. Motion carried.
- 5. Approval of Minutes:** Motion to approve minutes from May 2023 with change under Supervisor Report, made by Mary Quinlan, Tyler Huntley 2<sup>nd</sup>. All aye, motion carried.
- 6. Treasurers Report:** Per Treasurer Mary Quinlan- reporting for the month of May 2023, fund balances are as follows: General fund checking \$639,240.41, Isabella bank CD \$126,200.90, First Responders: \$2,421.58, Fire-Equipment/Building (mileage account) \$159,061.14, Fire Fund-Operations \$9,504.70. Total funds \$936,428.73. \*\*\*special note online payment processing is being set up, hopefully will be completed by July 1. AARPA fund reporting is all set. When AARPA funds are used to pay bills it must be mentioned in the motion.
- 7. Approval to Pay Bills & Payroll:** Report provided by Clerk Lois Brennan, motion to pay the bills and payroll in the amount of \$40,058.01 made by Tyler Huntley, Mary Quinlan 2<sup>nd</sup>. Roll Call: Tyler Huntley, - yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

**8. Brief Public Comment:** Mr. Draves, inquired about an update on the Clerk's position as she had said she was resigning. The Clerk is staying on until a new clerk can be found and trained.

**9. Representative Tom Kunse-** was not in attendance.

**10. Reports –**

**A. County Commissioner Report:** Per Commissioner Tom O'Neil- Mr. O'Neil was absent. Residents are concerned over Filmore road being taken back to gravel. Discussion on 200<sup>th</sup> Ave. will there be any intention of paving again? Discussion regarding costs.

**B. Assessors/Supervisors Report:** Per Supervisor/Assessor Michele Graham- Agg. assessing with County Equalization is scheduled for Thursday. Supervisor Graham attended an active shooter class. The township received a check from R.R. metal for \$243.50 from junk day. Metal turned in was a total of \$793.50 R.R Metal's bill was \$550.00.

**C. Clerk:** Per Clerk Lois Brennan- preparations for the upcoming election cycle are in full swing. Applications have been printed and will be mailed out by the end of the month.

**D. Cemetery:** Ladner's Cemetery: nothing new to report.

**D. Budget:** Per Supervisor Michele Graham- an adjustment will need to be made with moving money into the Junk department, which pays the wages for Code Enforcement Officer John Fribley.

**E. Planning Commission:** Zoning Administrator Michele Graham – still working on amendments, no meeting scheduled for July.

**F. Fire Department:** Per Chief Anthony Peacock - 30 total calls, 20 medicals, 10 fire. Updates Public Relations events 4 parades are

scheduled soon. Hose testing was started on June 10<sup>th</sup>. Engine 1 and 1 hose rack were completed, two 2.5" supply hoses failed and were removed from service. Scheduling for E2 and other hose racks for the fall. A request to order replacement hoses will be made after all testing is done.

Uniforms: Lt. Luce submitted the uniform order for the new polos and quarter zip jackets.

Pool Fillings: multiple residents have inquired about the fire department filling their pools. Two pools were filled due to history of filling. Both parties donated to the Fire Department. Moving forward, risk management highly recommends a release of liability contract be developed that releases the fire department, personnel, and the township from any liability in case of any accidental damages or injuries that may potentially occur. Supervisor Graham will send information to the Township attorney to draft a document for future use.

Discussion as to the status of the fire department, all is reported to be going well. Lt. Luce has taken a grant writing class and will be looking into filling out grants for the Fire Department.

Social media: it is requested by the department to start their own Facebook page. Motion to approve a social media page made by Tyler Huntey, Mary Quinlan 2<sup>nd</sup>. All ayes. Motion carried.

A discussion with officers of the department regarding the SOG's suggestions were made to develop a small committee comprised of two members of the officer's group on the Fire Department, two members of the Township Board and a community member at large. Tyler Huntey, Mary Quinlan both spoke as interested parties and Mr. Ken Draves also agreed to be the community member on the committee.

Equipment: gras rig 2 while in service had a failure of the brake system. It was placed out of services; the fuel injection pump parts have come in that were previously ordered. Gras Rig 2 is at Kuzins Equipment to replace the injection pump. At the time of this meeting, all trucks were back in service.

Reporting Software: some quotes have been received for pricing including initiation fees, and yearly subscriptions costs. More updates to come as well as a pricing breakdown.

### **Rescue**

- Everything is operating smoothly.

### **Training**

- Training last month was extrication and ladders.

## **11. New Business –**

**A. Fairview Cemetery:** Joyce Armstrong from Fairview Cemetery was in attendance to discuss with the Board taking over of duties regarding the cemetery. Discussion led to Mrs. Armstrong bringing back some more information for the Board. There are 113 available plots in the cemetery.

**B. Property Purchase:** Property owners of a parcel located east of the township property grounds. Discussion led to what the current property owners are expected for a price on the property. This topic will be brought back for discussion.

**C. Building Official:** Cory Zandstra the current Building Official is requesting an increase from 30% to 50% of plan reviews, Motion made to approve the increase from 30% to 50% on plan reviews for the Building Official by Tyler Huntey, Mary Quinlan 2<sup>nd</sup>. Roll Call: Tyler Huntey – yes, Mary Quinlan -yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

**D. Sound system:** Discussion regarding purchasing a new sound system for the township hall. A quote was provided by Quinn’s music in Big Rapids. It was suggested to find other quotes, this topic will be brought back.

**E. Microsoft License:** one more license is required for the townships needs for the amount of computers being used. Motion made to purchases one more Microsoft license to accommodate all computers, by Mary Quinlan, Lois Brennan 2<sup>nd</sup>. Roll call: Mary Quinlan – yes, Lois Brennan – yes, Tyler Huntey – yes, Michele Graham – yes. Motion carried.

**12. Unfinished Business –**

**A. Ulrich Park:** The company previously agreed upon to repair Ulrich Park was unable to secure the materials needed. Motion to accept Lawrence Morningstar Enterprises, Inc. bid to repair the Ulrich Park driveway made by Tyler Huntey, Mary Quinlan 2<sup>nd</sup>. Roll Call: Tyler Huntey – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes, Motion carried.

**B. Playground Equipment:** Tyler will set up a meeting yet this summer to discuss playground equipment purchases with a company he does business with for the childcare centers.

**C. Zoning Administrator:** A lot of discussion regarding naming Supervisor Graham as Zoning Administrator rather than the current title of Interim Zoning Administrator. Motion to grant the title of Zoning Administrator to Supervisor Graham made by Tyler Huntey, Mary Quinlan 2<sup>nd</sup>. All aye motion carried.

**13. Brief Public Comment –** none heard.

**14. Announcements/Correspondences –** trash bash fliers provided for the clean up of Muskegon River will be on the website.

**15. Work Session:** skipped.

**16. Adjournment –** Treasurer Mary Quinlan motioned for adjournment at 7:30pm, Lois Brennan 2<sup>nd</sup>. Motion carried. Meeting was adjourned by Supervisor Michele Graham.

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Lois Brennan

Clerk