

Maple Valley Township – Coral Community Hall 7662 N Bailey Rd. Coral, MI 49322
Regular Board Meeting Minutes for October 10, 2022

Meeting called to order 7:00 pm by J Schwandt

Pledge of Allegiance

Board Members Present: John Schwandt, Marianne Schwandt, Lee Frandsen, Andi Knapp & Ben Newell

Guests Present: Dave Kelsey – Zoning Administrator, Kathy Bresnahan- County Commissioner, Michael Beach-Assessor, approximately 45 community member signed in.

Approval of Agenda: Motion Newell 2nd Frandsen to approve the agenda with the addition of Quotes for Tree Removal under Old Business – Covid Money Uses. Motion passed unanimously.

Approval of Minutes: Motion Frandsen 2nd Newell to approve Minutes from September 12, 2022, Reg. Board meeting with correction to Assessor report adding “information on residential” Motion passed unanimously.

Motion Newell 2nd Frandsen to approve the minutes from Special Board Meeting September 22, 2022, with the correction “Motion Newell 2nd Frandsen to appoint Andi Knapp as Clerk” Motion passed unanimously.

Motion Newell 2nd Frandsen to approve the minutes from the Special Board Meeting October 5, 2022. Motion passed unanimously.

Treasurers Report: Beginning Balances – General Fund \$676,528.40 ARPA/Covid Relief Fund \$254,659.29 Ending Balances - General Fund \$664,215.62 , ARPA/Covid Relief Fund \$248,482.39 with additional CD's & Tax accounts Total Ending Balance \$1,328,419.48 **Motion** Frandsen 2nd Newell to approve Treasurers Report as presented. Motion passed unanimously.

Clerk's Report: Introduction of Deputy Clerk Susan VanEnk. Thank you to Todd & Donna McClelland & Dan Knapp for cleaning the floors of the hall. Township Office hours will be Mondays 12:00 pm to 6:00 pm. Election update – all (requested) absentee ballots have been mailed. Public Test of the Voting Tabulator will be Monday, October 17th at 6:00 pm, this is an open meeting and public is encouraged to attend. Township Office will be open to register voters and take absentee ballots on the following additional days: Saturday, November 5th 10:00 am to 4:00 pm, Sunday, November 6th Noon to 2:00 pm & Monday, November 7th Noon to 6:00 pm. Would like to have a clean up day for the hall prior to the Election, if interested let the Clerk know, will be cleaning on Saturday, November 5th 10 to 4 pm. Working on accreditation from Michigan Board of Electors to run the election. There is an additional signer on the Bank account at Community First Credit Union – Trufant Community Fire. **Motion** Knapp 2nd Newell to remove Trufant Community Fire from all Township accounts. Motion passed unanimously.

Report from County Commissioner – Kathy Bresnahan: Next meeting of Commissioners the new topic for discussion is blight.

Report from Planning Commission: Working on Ordinance Book sections 8, 9 & 10. Just finished with section 7. Thanked Andi Knapp for her work on the Planning Commission.

Report from Zoning Administrator – Dave Kelsey: 5 permits issued

Report from Assessor – Michael Beach: Assessments for all areas are going up. Deadline for PRE is November 1st. There will be Board of Review in November.

Report from Community Center: No rentals

Report from Fire Board: 1 tree/fire call, 1 AeroMed call

Old Business:

- Doors are installed and painting getting finished up on outside of Hall
- Playground equipment – 3 quotes will be emailed to the board for review.
- Covid Money uses – 2 quotes for tree removal at Trufant Cemetery. Both are insured. Quotes are for 16 removals, trims & stump grinding. Bunker Tree Service \$13,990.00, Imhoff's Forestry \$8000.00 **Motion** M. Schwandt 2nd Newell to hire Imhoff Forestry for \$8000.00 Motion passed unanimously.
- Scout Building update – power lines will be removed; DTE sending crew to remove gas lines; John Schwandt will contact Road Commission about getting fill for area of building & playground areas.

New Business:

1. Wi-Fi and Phone upgrade – Proposal from Spectrum, remove dedicated fax line, upgrade Wi-Fi service with password protected service for Hall. \$99 installation, monthly bill will be \$178.00. **Motion** Newell 2nd Frandsen to accept proposal from Spectrum as presented. Motion passed unanimously.
2. Proposal from Trusted Solutions, LLC showing 4 different options for training of the Clerk on QuickBooks and QuickBooks cleanup after updating to current version of QuickBooks as the former Clerk has been using QuickBooks 2011. Option 1 up to 24 hours @ \$65/hr = \$1560.00 Option 2 up to 8 hours @ \$65/hr = \$520.00 (correcting chart of accounts/expensing/ misallocation of fund spending/) Option 3 up to 32 hours @ \$65/hr = \$2080.00 (correct general payroll set-up/liabilities/payroll checks written outside of payroll) Option 4 up to 16 hours @ \$65/hr = \$1040.00 Optional Post Project Findings Report \$325 Total of all proposed options: \$5525.00 **Motion** Newell 2nd Frandsen to hire Trusted Solutions LLC, choosing Option 1 for 12 hours \$780.00 & Option 2 \$520.00 for a Total expense of \$1300.00. Motion passed unanimously.
3. Montcalm Chapter of Michigan Township Association (MTA) is having a meeting on October 18, 2022 in Crystal, MI at 6:00 pm. Cost \$15.00/person, reservations due by 2 pm Thursday, October 13 to clerk@crystalmi.com
4. Email requesting assistance with billing for grave prep and slab foundation for burial sites from May 2022. Need to know if Randy Heckman bills for this service directly or if the Township pays and collects directly from the families. John Schwandt will contact Randy Heckman to get this information straighten out so the family can get this bill paid.
5. Clerk presented the 2022 Election Security Grant – precinct can be reimbursed up to \$1500 for approved purchases. Proposed purchasing a new laptop, scanner, Dymo label maker & labels, signs, surge protectors & flash drives. **Motion** Newell 2nd M Schwandt to purchase equipment listed. Motion passed unanimously.
6. Township Hall entry way & parking lot lighting – nothing was decided.
7. Office Supply request – Clerk is requesting funds to purchase office supply items but only has a \$100 in the budget. **Motion** M. Schwandt 2nd Newell to adjust budget by \$500 from General Fund to Clerk Office Supplies. Motion passed unanimously.
8. QuickBooks Update – Clerk requesting approval to update QuickBooks with Payroll as it is an annual subscription base now and not just a onetime purchase of a disk/program. **Motion** M. Schwandt 2nd Newell to purchase upgrade / annual contract of QuickBooks with Payroll up to \$700 (guesstimate) annually. Motion passed unanimously.

Reading of the Bills: 5 Consumer Energy Bills totaling \$515.97, Grainger, \$90.28, Spectrum \$189.97, Bill Roush \$7038.00 (original bid amount \$6523.04) **Motion:** Newell 2nd Frandsen to approve the additional charges of \$515.00 for repairs to outside of hall, fixing holes & siding falling off, for total of \$7038 paid out of ARPA Funds, Motion passed unanimously. Township Employee Paychecks & Montcalm Co Treasurer \$42.96 **Motion** Frandsen 2nd Newell to pay bills as presented. Motion passed unanimously.

Items of Interest: John Schwandt stated that he had contacted Gary Patton of Patton Signs to get a new sign for the Township Office and Community Center. The sign would be 4' x 8' Aluminum, hand painted. Mr. Patton stated the cost would be \$280 for materials, he is donating his labor cost. Community would like to have input on the design and shape of the sign. **Motion** Frandsen 2nd Newell to get a rendering of the sign from Gary Patton for review and community input before production of the sign. Motion passed unanimously.

Public Comment: Started at 8:03 pm Ended at 8:33 pm. A few of the topics that were brought up during this time were: QuickBooks training great idea, Questioned why the Board only chose to approve a small portion of QuickBooks training/help, Question about beginning balance of Treasurer report, Why read the minutes at the meeting when copies are provided to public.

Sherry Olson stated that she would be willing to be the Deputy Treasurer (as one has been appointed since June 2022) but only for 1 to 2 months maximum then wants to be Treasurer, since that is what the current Treasurer has stated she would like; is have someone take over so she may step down from the position. Treasurer M. Schwandt addressed this and asked to speak with Sherry after the meeting concluded.

Adjournment: **Motion** Frandsen 2nd Newell to adjourn at 8:33 pm. Motion passed unanimously.

Respectfully submitted: Andi Knapp MVT Clerk **Next Meeting: Monday, November 14, 2022, 7:00 pm**