

Maple Valley Township – Coral Community Hall 7662 N Bailey Rd. Coral, MI 49322  
Special Board Meeting Minutes for November 21, 2022

Meeting called to order 7:00 pm / Pledge of Allegiance by Dan Boes

**Board Members Present:** Dan Boes, Andi Knapp & Tim Thornhill

**Absent:** Marianne Schwandt, Lee Frandsen

**Guests Present:** 16 community members signed in.

**Approval of Agenda:** Motion Knapp 2<sup>nd</sup> Thornhill to approve the agenda. Motion passed unanimously.

**Old Business:**

- A. Attorney – **Motion** Knapp 2<sup>nd</sup> Thornhill to hire Leslie Abdoo from Foster, Swift, Collins & Smith Motion passed unanimously
- B. Electrical Scope of work – **Motion** Knapp 2<sup>nd</sup> Thornhill to approve scope of work and to send it out for quotes. Motion passed unanimously
- C. Cleaning Supplies – Quote from KSS for cleaning supplies for the Community Center & Office as no cleaning supplies are in the supply room. **Motion** Knapp 2<sup>nd</sup> Thornhill to order supplies from KSS up to \$250. Motion passed unanimously
- D. Assessor – proposal presented from Amanda Toomey, MAOO. Discussed the need to have an assessor by December 1, 2022 since we have Board of Review in December. **Motion** Knapp 2<sup>nd</sup> Thornhill to accept the proposal from Amanda Toomey once it has been reviewed by our attorney with any adjustments. Motion passed unanimously
- E. Snow plowing – waiting to hear back from the mechanic on the status of the truck. We will hold off advertising for a plowing service until after we get the estimate on the truck. Steve Kain has been secured to plow Trufant and Coral using his own vehicle for the time being.

**New Business:**

1. **Motion** Knapp 2<sup>nd</sup> Thornhill to allow the Clerk to sign up for an Amazon Business Prime account \$69/annually. Motion passed unanimously
2. **Motion** Knapp 2<sup>nd</sup> Thornhill to purchase Microsoft Word subscription \$99.99 + taxes/annually and McAfee Antivirus subscription(2 year) \$79.99 + taxes for all computers. Motion passed unanimously.
3. Discussion about getting all township buildings rekeyed or all new locks installed, as there is no way of knowing who has keys or not, the last list in the office of who had been assigned keys was dated 2014 – need to look into this further, suggested keypads or actual keys.
4. Road Commission meeting is on Wednesday, December 14<sup>th</sup> at 11:40 am – Supervisor Boes will contact Mark at the Road Commission to get some insight on projects.
5. **Motion** Knapp 2<sup>nd</sup> Thornhill to purchase blinds for the office windows from Blinds.com totaling \$374.72 utilizing ARPA Funds. Motion passed unanimously
6. Montcalm MTA meeting has been changed to Tuesday, December 6. This notice has been emailed out to all board members. **Motion** Knapp 2<sup>nd</sup> Thornhill to pay for board members to attend dinner. Motion passed unanimously.
7. **Motion** Thornhill 2<sup>nd</sup> Knapp to advertise in the Daily News for Electrical work and a cleaning service. Motion passed unanimously

**Public Comment:** Started at 8:25 pm Ended at 8:47 pm. A few things mentioned:

Need a professional deep cleaning of the kitchen, can't even rent it out in its condition.

Clause in the Assessor contract about if she gets more training and adds more townships – we should know first.

Need the new doors in hall fixed! Huge gap under door letting heat out and critters in!

Need a better checklist of things to inspect after Community Center rental

Community Center Clean Up day – need to have one in the spring to work on inside and outside of building

**Adjournment:** **Motion** Knapp 2<sup>nd</sup> Thornhill to adjourn at 8:47 pm. Motion passed unanimously.

Respectfully submitted: Andi Knapp MVT Clerk **Next Meeting: Monday, December 12, 2022, 7:00 pm**