

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

Board Members Present: Dan Boes, Marianne Schwandt, Lee Frandsen, Andi Knapp & Tim Thornhill

Guests Present: approximately 40 community members signed in.

Approval of Agenda: Motion Knapp 2nd Thornhill to approve the agenda. Motion passed unanimously.

Approval of Minutes: **Motion** Frandsen 2nd Thornhill to approve Minutes from December 12, 2022, Reg. Board meeting Motion passed unanimously.

Public comment on Agenda items: 7:06 pm – no comments

Supervisor's Report: Plow Truck up and running. Thank you to Steve Kain for putting up and taking down the Christmas decorations down main street in Coral. Attended the MTA New Officials training on December 16th, it was very educational and informative on how Township government works.

Treasurers Report: Beginning Balances – General Fund \$ 707,053.84 ARPA Fund \$ 291,452.79

Ending Balances - General Fund \$579,850.74, ARPA Fund \$283,511.84 with additional CD's & Tax accounts Total Ending Balance \$1,393,481.03 **Motion** Knapp 2nd Frandsen to approve Treasurers Report as presented. Motion passed unanimously. Account names have changed to reflect more accurately what they are: Cemetery Trust changed to General Savings, ARPA not Covid Relief. Will be adding CD expiration dates. Fire equipment money will be put back in the General Fund to pay back what was taken out when we bought into the Lakeview Fire District.

Clerk's Report: Office furniture was purchased from Orbitbid.com for \$1437.50 – 3 desk systems with filing cabinets attached, HP Printer 8600 Plus, two 4 drawer vertical filing cabinets that lock, 9 ft conference table, 2 office chairs & assorted table top and wall filing systems. Trustee Tim Thornhill went and disassembled everything and brought it to the township garage for storage until the old cubicles are removed & possibly sold. This will allow for 3 separate working areas within the office.

The F65 Annual Audit report to MI Dept of Treasury **was not** filed before the deadline of September 30, 2022, by the former Clerk Cathy Benson – this is a mandatory report in order to get our state share revenue. Lake Michigan CPA sent a letter to the former Clerk on May 10, 2022 informing her of the information needed for them to file the F65 on our behalf. I was made aware of this in December as the CPA emailed asking if the F65 had been filed as she had not received any of the information needed. After checking the Department of Treasury website, it was discovered that 2 delinquency letters had been emailed to the township – the letters were sent to the former Clerk, Shirley Sanders personal email (she was the deputy clerk Nov 2021 – September 2022). The letters were not forwarded to the township. All the information that was needed to file has been forwarded to the CPA office to get this done as soon as possible, it is not known if our state share revenue will be late or penalized for the late filing.

Report from County Commissioner, Pat Carr: Not present

Report from Planning Commission: Working through Articles 11 – 15 in Ordinance Book, will be finishing up all proposed changes to send to the lawyer for review. PC is asking for a one-year moratorium on Solar Energy. Motion Thornhill 2nd Knapp to have a 1-year moratorium on Commercial Solar Energy. Motion passed unanimously. Nothing on the county supervisors meeting concerning blight issues.

Report from Zoning Administrator – Dave Kelsey: No permits in December, Blight issue on Paris Rd. no new information

Report from Assessor – Amanda Toomey: no report

Report from Community Center: 2 rentals in December

Report from Fire Board: Fire Authority is made up of 4 townships, Cato, Hinton, Maple Valley & Pine, With rental payments from Winfield Twp. 1 mil collected in taxes pays for our portion of the Fire District, helps keep equipment up to code & training for our firefighters. 3 runs in December in Maple Valley.

Annual Report from Tamarack District Library: The library will continue to be a hub of the community and offer programs for all ages. Annual usage – registered users 3426, Library visits 19156, offered 90 programs with 13186 residents attending programs. Provided the residents with responses from the 2022 survey.

Reading of the Bills: Ck # 9186 - #9217, ARPA ck# 1006 (plus online payments) Totaling: \$ 152,290.36

Discussion about the bills – Treasurer questioned the amount her Deputy was paid , since the deputy only worked one day in December. She suggested the pay possibly be prorated. Deputies are currently paid \$100/month, flat fee.

Motion Knapp 2nd Frandsen to pay bills as presented. Yes: Knapp, Frandsen, Thornhill, Boes No: Schwandt Motion passed.

Old Business:

- A. Received 2 bids for electrical work to the Township Office and Community Center from Amble Electric & Brooks Electric. Board discussed both proposals. **Motion** Frandsen 2nd Knapp to accept the complete bid from Amble Electric of \$19,180.00, but to ask to include the repair of the power pole in Petersen Park with in the accepted bid. This work will be paid out of the ARPA Funds. Roll Call Vote: Yes: Frandsen, Knapp, Thornhill, Schwandt & Boes No: None Motion passed.
- B. Need to establish the pay rate & schedule for the BOR/PC/ZBA – while the Clerk was reviewing the records there are inconsistency in the pay rate of the PC members. **Motion** Frandsen 2nd Knapp to pay the Planning Commission Members \$30/meeting attended, ZBA members \$90/meeting attended/Board of Review \$100/meeting attended. Roll Call Vote: Yes – Frandsen, Knapp, Thornhill, Schwandt, Boes No: None Motion passed
Motion Schwandt 2nd Thornhill to pay PC/ZBA/BOR members the month following each meeting attended. Roll Call Vote: Yes – Frandsen, Knapp, Thornhill, Schwandt, Boes No: None Motion passed
- C. Township Office Update Proposal – Clerk Knapp presented the board with a proposal to update the office including, new flooring, new paint, 2 new drop boxes installed through the wall, wall mounted security network box, filing cabinet with locking doors, chair mats, dry erase wall calendar, enclosed and locked 51” x 43” bulletin board to be mounted on the outside of the building, entryway rugs/mats, baseboard \$30/8ft section (unsure the amount needed) – proposal was for up to \$25,000 from the ARPA Funds. Board members reviewed items presented and discussed options. **Motion** Thornhill 2nd Frandsen to have a budget of up to \$18,500 out of the ARPA funds for updates to the Township Office. Roll Call Vote: Yes- Thornhill, Frandsen, Knapp, Schwandt, & Boes No – None Motion passed.
- D. Clerk presented a Township Credit Card Policy – the board members reviewed. Motion Knapp 2nd Frandsen to accept the policy presented with the addition of “preapproved & budgeted items” to the document in the 3rd paragraph of the document. Motion passed unanimously.
- E. Clerk presented a Post Audit policy to adopt which would allow certain limited, specific, routine payments to be made prior to the board voting on them to avoid having late penalties. Motion Frandsen 2nd Thornhill to accept the policy as presented. Motion passed unanimously.
- F. Treasurer Schwandt appointed a Deputy Treasurer, Miranda Podell. The Deputy helped to collect taxes on December 28th, where she was sworn in to duty by the Clerk. **Motion** Schwandt 2nd Thornhill to add Miranda Podell to all township bank accounts. Motion passed unanimously.
- G. Sparks Grant – first deadline to apply was December 19th. Marianne Schwandt is looking for interested community members wanting to assist in the grant writing process, please contact her by email mvttreasurer@yahoo.com Looking ideas on inclusive parks, community input is needed. Grants must be applied for each park location separately.

New Business:

1. Dates set for MVT Budget Workshop Saturday, March 4, 2023 at 10 am; MVT Annual meeting & Budget Hearing Saturday, March 18, 2023 at 10:00 am both will be held at the Coral Community Center.
2. March Board of Review dates set – Organizational meeting March 7th at 11:30 am, Board of Review – Wednesday, March 15th 3 pm – 9 pm & Thursday March 16th 9 am – 3 pm
3. Discussed upcoming educational sessions offered by MTA – Capital Conference March 1 & MTA Annual Convention (April 17 -20) & Montcalm MTA Chapter meeting February 14th.
Motion Knapp 2nd Frandsen to pay for any Board Members wanting to attend the MTA Capital Conference. Motion passed unanimously.
Motion Boes 2nd Frandsen to pay for any Board members wanting to attend the MTA Annual Conference. Motion passed unanimously.
4. Clerk & Deputy Clerk training through MI Assoc. of Municipal Clerks – information was presented on schooling that will take place in Mt. Pleasant, March 19 – 24, 2023. Will bring this back to the February board meeting for decision.
5. Surveillance equipment – Treasurer Schwandt questioned 2 cameras in the Township Office. Clerk Knapp personally put those cameras up as she is there 90% of the time alone for security / safety. Discussed the need for security cameras on the outside of the building and in the office space due to local vandalism. Trustee Thornhill will work on getting quotes for security systems for both the township owned buildings and possibly parks.

Public Comment: Started at 8:41 pm Ended at 9:00 pm. A few things mentioned:

Sparks Grants – DNR grants only cover parks not owned by them and do not cover boat launches.

Security Cameras – great idea and need to be on all the time, especially when Treasurer is handling cash during tax collection

Assessor – Amanda Toomey doing a great job, fixed PRE in a timely manner

Reynolds Twp will be having some voting booths available for purchase, will get information to the Clerk

Thanks to Steve Kain for taking care of the Christmas decoration in Coral – putting up and taking down.

Petersen Park – not owned by the township, leased to township for 99 years, like the Veterans Park – Assessor will be adding it back to the tax roll as it was not on there currently.

Adjournment: **Motion** Frandsen 2nd Thornhill to adjourn at 9:00 pm. Motion passed unanimously.

Respectfully submitted: Andi Knapp MVT Clerk **Next Meeting: Monday, February 13, 2023 at 7:00 pm**