

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 37 community members signed in.

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

Approval of Minutes: **Motion** Frandsen 2nd Thornhill to approve Minutes from January 9, 2023, Reg. Board meeting Motion passed unanimously.

Public comment on Agenda items: 7:03 pm- 7:05 – Penny Bassett asked to be added to the agenda. Leonard Gunderman: Coral Park – maintenance of Pavilion want to have the board discuss that.

Supervisor's Report: Attended a meeting of Twp Supervisors of Montcalm county discussed the possibility of County wide blight ordinance, currently the county does not have blight ordinance to cover all townships. Small claims court case filed against the Supervisor by Steve Davis of Vestaburg was dismissed due to governmental immunity.

Treasurers Report: Beginning Balances – General Fund \$ 279,850.74 ARPA Fund \$ 283,511.84
Ending Balances - General Fund \$765,147.51, ARPA Fund \$182,913.94 with additional CD's & Tax accounts Total Ending Balance \$1,282,409.33 **Motion** Knapp 2nd Thornhill to approve Treasurers Report as presented. Motion passed unanimously. Interest rates are going up to 3.5% Treasurer is going to rollover the CD's. Supervisor asked why the Deputy Treasurer's check that was approved at the January meeting was not signed when the Treasurer signed all of the other approved bills last month. The Treasurer stated that she felt the check should have been prorated since the Deputy did not work all month. It was then clarified again that Deputies (clerk & treasurer) currently are paid \$100/month despite the number of hours worked or not. Also discussed was that all the bills were approved at the January meeting by a majority vote of the Board and that all those checks were to be signed by the Treasurer. Supervisor provided the Treasurer with a written opinion on the matter from the Township Attorney.

Clerk's Report: Update on Twp Office remodel/improvements: painting prep will start on Tuesday, Feb 14th, Flooring is scheduled for Tuesday, Feb 28 through March 3rd. Cubicles are gone, Winfield Twp purchased them for \$300 and they have disassembled and removed them from the office. If you notice any street lights out or flickering in the township please report them to the Clerk so it can be reported to Consumers Energy for repair. There will be an election on May 2, 2023. There are a few new requirements due to the passing of Proposal 2 on November 2022. We must now provide return envelopes with prepaid postage for both the absentee applications and ballots.

Looking at organizing a Township cleanup day for Saturday, April 29, 2023. 2022 Cleanup day expense was \$2705.95 for 6 – 30 yard dumpsters. Getting information on the cost of sending postcards to property owners in the township. We will need a couple of people to check ids that day as well. Something to think about would be charging for mattresses since those items take up a lot of room, other townships charge \$10/mattress.

Report from County Commissioner, Pat Carr: Not present

Report from Planning Commission: Roger Becker stated that the PC was done with all of their proposed changes to the Ordinance Book and those changes have been emailed to the Clerk to be sent on to the Attorney for review. Once the Attorney has reviewed the proposed changes a Public Hearing for the changes will be set up.

Report from Zoning Administrator – Dave Kelsey: 2 permits in January, also dealing with blight issue on Bailey Rd. north of Coral.

Report from Assessor – Amanda Toomey: **Resolution** by Knapp 2nd Frandsen To adopt Poverty Exemption Income Guideline and Asset Test. Roll Call Vote – Ayes Knapp, Frandsen, Thornhill, Schwandt & Boes Nays: None Resolution adopted. **Resolution** by Knapp 2nd Frandsen Resolution of Township Board adopting alternate date for Board of Review Assessment – Wednesday following the second Monday in March. Roll Call Vote – Ayes: Knapp, Frandsen, Thornhill, Schwandt & Boes Nays: None Resolution Adopted.

Report from Community Center: No Rentals

Report from Fire Board: 2 Tender Truck chassis were purchased for \$100,000 each, still waiting on parts to finish building. Maple Valley had 2 runs last month.

Reading of the Bills: Ck # 9218 - #9235, (plus online payments) Totaling: \$49,736.98

Motion Schwandt 2nd Frandsen to pay bills as presented. Yes: Knapp, Frandsen, Thornhill, Boes, Motion passed. It was discussed about getting checks signed (payroll & post audite approved checks) before the meeting instead of having to wait until the next day. **Motion** Thornhill 2nd Frandsen - The Clerk will provide the Treasurer with the checks/supporting documents / Quickbook report for review 48 hours prior to the Board Meeting so checks can be signed and ready at the meeting. Motion passed unanimously. Discussed getting information on a Forensic Audit/Review Firms and cost going back 5 fiscal years – Clerk will get information to the board.

Old Business:

- A. Proposal presented from the Clerk to pay for MAMC Institute (Michigan Association of Municipal Clerks) March 19 – 24 for both the Clerk & Deputy Clerk in Mt. Pleasant at the Comfort Inn & Suites. Registration fee includes breakfast Monday – Friday, lunch on Monday, Tuesday & Thursday and dinner Sunday & Thursday. Registration fees: \$1300, Lodging: \$532.80 (estimated) – proposal for up to \$2100. **Motion** Frandsen 2nd Thornhill to approve the presented proposal. Motion passed unanimously.
- B. **Resolution** Knapp 2nd Frandsen to adopt Ordinance No 29 amending Ordinance No 23, Ordinance confirming establishment of Planning Commission. Ordinance 29 will change the size of the PC from (7) seven members to (5) members and establish quarterly meetings from monthly with special meetings called as needed. Roll Call Vote – Ayes: Knapp, Frandsen, Thornhill, Boes Nays: Schwandt Resolution Adopted. Supervisor Boes reconstituting the PC by starting over with new terms, since previously appointments were made with no indication of when terms ended or if the appointees were taking over previous appointments. Board Liaison – Lee Frandsen (term ending 11/20/2024) 2-year terms (ending March 1, 2025) Roger Becker & Robin Poulsen 1 year terms (ending March 1, 2024) Dennis Delaney & Penny Bassett **Motion** Knapp 2nd Frandsen to accept appointments made to the PC. Motion passed.
- C. **Zoning Board of Appeals** – Supervisor Boes then made appointments to the ZBA (3 year Terms) Ending March 1, 2026. Dennis Delaney PC Representative, Bob Graham & JM Olson **Motion** Knapp 2nd Thornhill to accept the appointments to the ZBA. Motion Passed.
- D. **Sign Proposal from Patton Signs:** 4'x8' aluminum sign, 2'x2' Kitchen door sign, 2'x2' office door sign – 4 signs & labor to install \$525 total cost. **Motion** Thornhill 2nd Knapp to accept proposal / get template approved from Patton Signs. Also to look at getting a logo designed. Motion passed unanimously.

New Business:

1. Salary Resolutions: Current Annual Salaries: Supervisor - \$7800, Clerk - \$15,000, Treasurer - \$11,500, Trustees - \$1200. It was also discussed to look into getting each board member a Google phone number tied directly to their township google email account, that way the phone number would go with the email address.

Resolution by Knapp 2nd by Frandsen for Supervisor's Salary to be for 2023 -2024 Fiscal Year \$7800.00 Roll Call Vote – Ayes: Knapp, Frandsen, Thornhill, Schwandt & Boes Nays: None Resolution passed.

Resolution by Schwandt 2nd by Thornhill for Clerk's Salary to be for 2023 -2024 Fiscal Year \$18,000.00 Roll Call Vote – Ayes: Knapp, Frandsen, Thornhill, Schwandt & Boes Nays: None Resolution passed.

Resolution by Knapp 2nd by Thornhill for Treasurer's Salary to be for 2023 -2024 Fiscal Year \$14,500.00 Roll Call Vote – Ayes: Knapp, Frandsen, Thornhill, Schwandt & Boes Nays: None Resolution passed.

Resolution by Knapp 2nd by Frandsen for Trustee's Salary to be for 2023 -2024 Fiscal Year \$1200.00 with a per diem per meeting of \$45/meeting. Roll Call Vote – Ayes: Knapp, Frandsen, Thornhill, Schwandt & Boes Nays: None Resolution passed.

Resolution by Schwandt 2nd by Knapp to compensate the Treasurer for Home office at \$80/month and Phone for \$20/month for the 2023- 2024 Fiscal Year totaling \$1200. Roll Call Vote – Ayes: Schwandt, Knapp & Boes Nays: Thornhill & Frandsen Resolution passed.

2. Trusted Solutions LLC (Blaine Gebhardt) provided the board with a written report on her progress on the scope of work included in the approved proposal dated November 14, 2022. Some of the things in the report are: Identified and consolidated duplicate vendor names, customer names, and employee names. Corrected payroll items set-up to accurately track expenses. Corrected payroll checks written outside of the payroll system for calendar year 2022. Identified inconsistencies in compensation (PC, employees). Reorganized, renamed, and corrected number in Chart of Accounts to reflect relevant township income and expenses. Currently she has 13.5 hours left to complete before the Township Board's scheduled special meeting/budget workshop on March 4, 2023.
3. Cleaning bids – Discussed having to look over our Coral Community Center Rental Agreement to include some of the cost of cleaning in the rental price. **Motion** Knapp 2nd Frandsen to hire The Home Buzz for a deep cleaning of the Community Center kitchen and to clean after events in the Coral Community Center. Motion passed unanimously.
4. Locksmith - **Motion** Boes 2nd Thornhill to hire a Locksmith for Fire safes and other projects around the township buildings. Motion passed unanimously.
5. **Resolution** Knapp 2nd Frandsen to approve the Cowden Lake Goose Round Up for a 3 year period 2023 – 2026. Roll Call Vote – Ayes: Knapp, Frandsen, Thornhill, Schwandt & Boes Nays: None Resolution Adopted.
6. **Resolution** Schwandt 2nd Thornhill to get quotes on ARPA projects – water softener system, furnace, gutters, cement work, Coral Park Pavilion, well, lights; Security System, painting /repairs of exterior of old fire barn. Roll Call Vote – Ayes: Knapp, Frandsen, Thornhill, Schwandt & Boes Nays: None Resolution Adopted.
7. **Motion** Schwandt 2nd Thornhill to accept the Summit Fire Protection Inspection Service Agreement. Motion passed unanimously.
8. **Motion** Knapp 2nd Thornhill to get quotes into fixing roof of Old Fire Barn / Pete's building as it has been leaking. Motion passed unanimously.
9. **Motion** Schwandt 2nd Thornhill to advertise for the following and to get scope of work/contracts written up for each: Zoning Administrator, Lawn Care for Parks / Cemeteries/ Township Building, Sexton Work. Motion passed unanimously.

Public Comment: Started at 9:23 pm Ended at 9:42 pm. A few things mentioned: need to adopt Policy & Procedures for all accounting practices within the Township, Need to update the Cemetery rules and make sure the Sexton knows them, Supervisor pay needs to be raised as all other positions were raised, County ARPA money should be put on hold for any projects in Petersen Park since the Township does not own it, Electrical Poles in town Coral need to be fixed for Christmas lights, Need key for Power Pole in Coral Park to test the siren, Need the door fixed on the community center, Need township property/ records to be return to township from the former supervisor and treasurer, need a corrected property tax bill from the Treasurer was requested in January and still do not have it.

Adjournment: **Motion** Frandsen 2nd Thornhill to adjourn at 9:42 pm. Motion passed unanimously.

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