

**MECOSTA TOWNSHIP BOARD**  
**19729 11 MILE RD. BIG RAPIDS, MI 49307**  
**April 13, 2021/UNAPPROVED MINUTES**  
**REGULAR MEETING**  
**PREPARED BY CLERK, LOIS BRENNAN**

1. **CALL Meeting to Order:** Supervisor, Michele Graham called the meeting to order at 6:00 p.m.
2. **PLEDGE TO THE FLAG**
3. **Roll Call:** Mary Quinlan, Lois Brennan, Michele Graham, James Cain, John Johnson present.
4. **Approval of the Agenda:** Motion to approve the agenda as presented made by Mary Quinlan, James Cain 2<sup>nd</sup>. All aye, motion carried.
5. **Approval of Minutes:** Motion to accept the March 9, 2021 regular meeting & March 29, 2021 special meeting minutes as presented made by James Cain, Mary Quinlan 2<sup>nd</sup>. All aye, motion carried.
6. **Treasurers Report: Per Treasurer Mary Quinlan,** reporting for the month of March 2021, Balance General Fund checking \$468,116.13, First Responders \$7,539.97, Fire-Equipment/Building \$93,802.58, Fire Fund – Operations \$ 1,397.39, Total account balance \$570,856.07.
7. **Approval to Pay Bills & Payroll:** Motion to approve bills & payroll in the amount of \$15,741.29 made by James Cain, John Johnson 2<sup>nd</sup>. Roll Call: James Cain – yes, John Johnson – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.
8. **Brief Public Comment:** None heard
9. **Reports:**
  - A. **County Commissioner Report: Per Mr. Tom O’Neil,** just a reminder of the upcoming election for the parks committee, reminder that the parks commission has a fund balance around \$800,000.00. All are hoping for a good turn out on the subject. Clerk Brennan informed the board at this time that her office has already sent out roughly 200

ballots, this is higher than elections in the past of this same nature, in an off-election year.

- B. **Assessor/Supervisor Report: Supervisor Report:** Per Supervisor Michele Graham, Mecosta Township would like to that Mr. Tom O'Neil and his wife Katherine for grading and smoothing out the ball field located at the township hall. It is ready for this season's little leaguers, thank you so much for your time. **Assessors Report:** Per Assessor Michele Graham, getting prepared to head out into the field for assessing, she is scheduling with equalization to go out for commercial and agricultural.
- C. **Clerk: Per Clerk Lois Brennan** - continuing to work on election, everything is quiet and smooth.
- D. **Cemetery: Per Supervisor Michele Graham**, it was decided not to have a meeting as there are no pressing topics to discuss. Morley Stanwood Schools Junior class will be taking part in the traditional cemetery clean up later this month. Austin Township will assist.
- E. **Budget: Per Supervisor Michele Graham**, nothing to discuss we are newly into the 2021-2022 budget.
- F. **Planning Commission: Per Supervisor Michele Graham**, A mistake was made with adding members to the Planning Commission, Mr. Mike Fish sent an email stating that he would be willing to move to the ZBA as a member is needed there.
- **ZBA Member:** Motion to move the one applicant for the Planning Commission to ZBA, placing Mike Fish the last applicant, on the ZBA. made by Lois Brennan, Mary Quinlan 2<sup>nd</sup>. All aye, motion carried.

#### **10.Unfinished Business:**

- A. **Fire Department: Per Chief Ron Palmer** – There were a total of 26 runs for the past month.
- Tender 2 is in the process of getting a new exhaust, parts are on back order
  - Engine 1 and Tender 2 have had their tires replaced.

- Parades will resume this year at River Ridge Resort, May 29<sup>th</sup> and July 3<sup>rd</sup> at 11:00am.
- Covid screening calls are increasing daily at this time. Covid is on the rise in our area with multiple cases in the same households in many of the cases.
- 5 lights in the station bay were replaced to LED, these lights were not changed during the last replacement of lighting in the department. 1 light in the station bay bathroom was also replaced. Chief Palmer will be seeking a quote for lighting on the west side of the bay as it is very dark on that side of the station.
- Masks are still required in the Fire Station and while operating apparatus by all employees. Health Check report is required daily by all personnel.
- Extrication training is scheduled for 4/14/2021 with Genesis Rescue Systems.
- Turn out boots have been ordered for fire fighter Bill Harris; he currently has boots that are too small for him.
- Chief Palmer is seeking out bids for side by sides which will be needed for rescue efforts on the Dragon Trail. He also has asked the Board members to take some time and walk the Mecosta Township part of the trail to see what the terrain is like.
- The new grass rigs vinyl is done.
- Training continues, rope rescue training as well as pump training is scheduled.
- Rescue: everything is operating smoothly.
- **Payroll:** there seems to be some confusion as to when pay increases were set for the fire fighters. It was decided through discussion that the meeting tapes would be reviewed for clarification and this topic would be re addressed during May's meeting.

**B. Roads:** Per Supervisor Michele Graham, we have about \$65,000. To allocate to roads after approving the 12-Mile Rd. project with Big

Rapids Township. Supervisor Graham asked what the Board's thoughts were on what would be the best use of the budgeted funds. The Board agreed to review the Paser report and discuss during May's meeting.

- C. **Zoning Administrator:** Update on how Amy, the new building/zoning employee is doing. It was discussed as whether to give Amy the full Zoning Administrator title as opposed to Zoning Administrator Assistant. The Board agreed to revisit this topic in May. There is some reluctance as to legalities. Amy continues to do very well in the office. She is doing the daily zoning duties. She has not experienced many of the duties required of the Zoning Administrator as yet, such as violations and possible court proceedings.

### **11. New Business:**

- A. **Fairview Cemetery:** We received our yearly letter requesting the townships support of maintaining the cemetery. Motion made to pay the \$700.00 yearly contractual agreement to Fairview Cemetery, by John Johnson, James Cain 2<sup>nd</sup>. Roll Call: John Johnson – yes, James Cain – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.
- B. **Buoys & Signs:** The DNR has let Supervisor Graham know that our buoys are in bad shape and needing to be replaced. Buoys were last purchased for the Muskegon River area in 2009. Motion made, to purchase new buoys, lights up to the amount of \$3,600.00 by John Johnson, James Cain 2<sup>nd</sup>. Roll Call: John Johnson – yes, James Cain – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried. Motion made to spend up to \$300.00 on buoy labels, by Mary Quinlan, John Johnson 2<sup>nd</sup>. Roll Call: Mary Quinlan – yes, John Johnson – yes, James Cain – yes, Lois Brennan – yes, Michele Graham – yes. Motion Carried. Slow wake signs needed as well per the DNR; this will help them enforce water way safety laws. Motion made to purchase slow/no wake signs from Michigan State Industries in the amount of up to \$400.00, by James Cain, John Johnson 2<sup>nd</sup>. Roll Call: James Cain – yes, John Johnson – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.
- C. **Computer Network:** We have had critical issues with the Townships server, which has caused computers to be down for two days. IT RIGHT did come in and has replaced our server with a temporary

server. IT RIGHT also provided two quotes to purchase a needed new server, with recommended equipment needed. It is preferred to purchase our necessary equipment through IT RIGHT as they are our contracted I.T. company and are very knowledgeable with our needs. Quotes did include warranty for three years. The last server purchased for the township was in 2015. Motion made, to accept the lesser of the two quotes and purchase the required equipment for the township's server/network in the amount up to \$5,500.00, by James Cain, John Johnson 2<sup>nd</sup>. Roll Call: James Cain – yes, John Johnson – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried. IT RIGHT also included a schedule of when all of the current computers for the township were purchased and which ones are due for replacement. Technology should be updated every 4 to 5 years.

**D. Porta Potty:** Our current porta potty company that services the township hall as well as Ulrich Park has sold. So, we are in need of a new company. Supervisor Graham did contact a couple of different companies but only one sent a quote. It was decided through discussion of the Board to have Supervisor Graham continue searching and secure a new company that is able to provide the services needed.

**E. Ulrich Park:** The parking area and driveway in Ulrich Park are in need of some attention. It has been many years since gravel was brought in to fill and smooth the parking/driveway. Supervisor Graham, would like to pursue contacting someone to quote a load of gravel and grading the area. The Board agreed to have this done.

**12. Brief Public Comment:** Ron Palmer, Chief Palmer, was called to the residence by a passerby for a possible illegal burn, upon his arrival he made contact with the resident, and called the DNR in as the resident was indeed burning things he cannot legally burn. Chief Palmer raised further concerns over the residences condition. Supervisor Michele Graham has been working on this property regarding a “junk complaint”. Supervisor Graham continues to pursue the issue and has contacted the land contract holder regarding the issues. Safety is an issue. Further steps will be taken by the township to continue to cure the problem.

**13. Announcements/correspondence:** none heard.

**14. Adjournment:** Motion to adjourn at 7:13p, made by Lois Brennan, James Cain 2<sup>nd</sup>. Supervisor Michele Graham adjourned the meeting.

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**Lois Brennan, Clerk  
Mecosta Township**