

19729 11 Mile Rd. Big Rapids, MI.

December 6, 2017/ approved minutes

Prepared by: Lois Brennan, Mecosta Township Clerk

1. Supervisor Michele Graham, called the meeting to order at 7:00pm
2. **Pledge to the Flag**
3. **Roll Call** – John Johnson, Mary Quinlan, Michele Graham, Lois Brennan. James Cain. All Present.
4. **Approval of the Agenda** – Motion made by James Cain to accept agenda as presented. Mary Quinlan 2<sup>nd</sup>. All – aye. Motion carried.
5. **Approval of Minutes** – Motion made by John Johnson to accept the November 6th minutes as presented. Mary Quinlan 2<sup>nd</sup>. All – Aye. Motion carried.
6. **Treasurers Report** - Michele Graham accepted Treasurers report as given and entered into it into the official record.
7. **Approval to pay bills and payroll** – Motion made by Mary Quinlan to approve bills and payroll in the amount of \$19,443.40, John Johnson 2<sup>nd</sup>. Roll call: Mary Quinlan – yes, John Johnson – yes, Michele Graham – yes, Lois Brennan – yes. James Cain-yes, Motion carried.
8. **Brief Public Comment** – none heard
9. **Reports** –
  - A. **County Commissioner Report** – No report – Tom O’Neil absent.
  - B. **Assessors/Supervisors Report** – Received A.M.A.R. report back. We had a 90% or greater of accuracy of field work, the Board of Review had missed one item as a response as to why something was changed. Other notations were minor errors and technical oversights. Michele is to write a corrective plan of action for Board of Review, and she will be suggesting the board of review members attend a class the county is offering in February. Aaron Piere from the Village is suggesting having a joint meeting between Mecosta Township Board and the Village of Stanwood Board. Mecosta Twp. members were happy to accept this idea and are looking forward to a joint meeting between the two entities, at a future date. Michele

has also been working on her ratios and all are in place and balanced she will now be entering building permits next week.

- C. **Fire Department** – Nothing new. Next meeting scheduled January 17, 2017.
- D. **Cemetery** – Nothing new
- E. **Budget** – everything looks good, budget balance is low, but we did spend a lot on roads.
- F. **Planning Commission** – Master Plan revisions 2017, planning commission made a motion to begin the process to review the plan to see if there are any amendments needed. Township board was presented with a guideline for review and discuss with the planning commission. Agreed to address list provided by planning commission and discuss at next township board meeting.

**10. Unfinished Business** –

- A. **Assessing Computer** – Michele gathered a couple of quotes regarding pricing for the new computers needed for the assessing updates in April. Computers are being updated to accommodate new requirements from the State. Three computers are to be purchased, one for assessing office, one for the treasurer's office, and the last in the zoning office. Motion made by John Johnson to spend up to but not to exceed \$3500.00 to get all assessing hardware and software needed for new state requirements. Lois Brennan 2<sup>nd</sup>. Roll call John Johnson-yes, Lois Brennan- yes, Mary Quinlan – yes, James Cain – yes, Michele Graham – yes. Motion carried.
- B. **Building Permit Fees** – Information provided by Building and Zoning departments related to the increasing of permits both State and County wide were provided. After a lengthy discussion by board members, all agree we should be in line with the Big Rapids Township. However, a few differences regarding decks and mobile homes. An increase of building permit fees will go into effect **February 1<sup>st</sup>**. John Johnson makes motion to increase rates of

building permits. James Cain 2<sup>nd</sup>. Roll call – John Johnson – yes, James – yes, Mary Quinlan – yes, James Cain – yes. A new updated list of fees will be available on our website [www.mecostatwp.org](http://www.mecostatwp.org).

**11. New Business -**

**A. Meetings & Holidays** – Motion made by Lois Brennan to accept the holiday closings, and meeting dates calendars provided by Michele for the year of 2018. John Johnson 2<sup>nd</sup>. All Ayes motion carried. Also, the board agreed Township hall offices will be closed on Dec. 26<sup>th</sup> of this year. For a list of office hours, the holiday schedule, and meeting times, please visit our website [www.mecostatwp.org](http://www.mecostatwp.org)

**B. Dealer Approval** – Frank Davis has applied to have his current business located in Big Rapids Township relocated to 8 Mile Rd. in Mecosta Township, (the now vacant Fur, Fin and Feathers building.) Zoning is approved for his business. Motion made by John Johnson to approve Mr. Davis’ application and the move and thank Mr. Davis for bringing his business in our township. James Cain 2<sup>nd</sup>. All- Ayes. Motion carried.

**C. Poverty guidelines and Asset Test** – Application is the same as last year, resolution number 2017-005, motion made by Mary Quinlan to accept the poverty guidelines as presented. John Johnson 2<sup>nd</sup>. Roll call, Mary Quinlan – yes, John Johnson – yes, James Cain – yes, Michele Graham – yes, Lois Brennan – yes. Motion carried.

**D. Office Chairs**- Some of the office chairs at the Township hall have become very worn and damaged. They are approximately 20 years old. Motion by John Johnson to spend up to \$1500.00 to purchase new office chairs where needed. James Cain 2<sup>nd</sup>. Roll call John Johnson – yes, James Cain – yes, Mary Quinlan – yes, Michele Graham – yes, Lois Brennan – yes. Motion carried.

**12. Brief Public Comment** – none.

**13. Announcements/Correspondences** – none

**14. Adjournment** - Motion by John Johnson to adjourn meeting at 7:57pm. James Cain 2<sup>nd</sup>. Meeting was adjourned by Michele Graham at 7:57pm.