

Mecosta Township

Regular meeting

19729 11 Mile Rd. Big Rapids, MI.

June 13, 2018/ un-approved minutes

Prepared by: Lois Brennan, Mecosta Township Clerk

1. Supervisor Michele Graham, called the meeting to order at 6:00pm
2. **Pledge to the Flag**
3. **Roll Call** – John Johnson, Mary Quinlan, Michele Graham, Lois Brennan. James Cain – absent.
4. **Approval of the Agenda** – Motion made by John Johnson to accept agenda. Mary Quinlan 2nd. All – aye. Motion carried.
5. **Approval of Minutes** – Motion made by John Johnson to accept minutes as written. Mary Quinlan 2nd. All – aye. Motion carried.
6. **Treasurers Report** – Treasurers report was accepted as presented and entered into official record.
7. **Approval to Pay Bills & Payroll** - Motion made by John Johnson to pay bills and payroll in the amount of \$33,053.37. Lois Brennan 2nd. Roll call: John Johnson – yes, Lois Brennan – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried.
8. **Brief Public Comment** – Mr. Michael Fish again addressed the Board regarding the boating concerns on the Muskegon River section of Birch Plat. Mr. Fish brought additional information after he spoke with Officer Trent, head of the Mecosta County Marine Division. Discussion ensued, it was suggested by the Board that Mr. Fish, create a flier and distribute amongst residents of the river and gather other residents and have them attend the next Board meeting on July 11, 2018.
9. **Reports** –
 - A. **Fire Department** - Chief Ron Palmer addressed the Board regarding issuance of titles for all vehicles owned by the fire department. Titles are needed for the separation of the department from Austin Township. Two of the trucks are owned by DNR and we do not have

nor, will we have titles for them. There isn't a title for the trailer (boat) as it was handmade. Chief Palmer was able to acquire titles for the 2006 freightliner, 2011 rescue truck and the 1987 International. It has been discovered that the 2003 GMC was never titled and only a certificate of origin exists. The bill of sale will have to be filed before a title can be issued. There was a \$20.00 fee to get the titles that was paid with the joint credit card. Pump training was last week and was completed successfully. High angle ropes training is scheduled next week. Call volume is up, which means very busy firemen. There have been 3 graduates to our Fire program and they are now in need of their turn out gear, quote from Dinges is \$7,782.09. Chief Palmer presented a bill to the Board for said equipment. Also, the department needs five pagers and there is a special being offered for purchase at half the original price, cost of five new pagers would be \$1325.00. In addition, five pagers need minor repair, pager repair is estimated at \$100.00 each pager. Motion made by John Johnson to spend up to \$10,000.00 for turn out gear needed, to order the five new pagers and to have the five other pagers repaired. Lois Brennan 2nd. Roll call: John Johnson – yes, Lois Brennan – yes, Mary Quinlan – yes, Michele Graham – yes.

- B. **County Commissioner Report** –Per Tom O'Neil, everything is relatively quiet at the County level currently. There is some difficulty with finding a full-time pathologist for the morgue.
- C. **Assessors/Supervisors Report** – Assessors report: The county did receive some of the money from the state which will allow them to crack seal from Johnson Rd. on 180th to 185th, from 11 Mile - Northland dr. to 196th and Park Rd. – Northland Dr. to 196th.
- D. **Cemetery** – nothing new.
- E. **Budget** – everything looks as it should.
- F. **Planning Commission** – The Board was presented with a letter from Gladys Lenard on behalf of the Planning Commission regarding the Recreation Plan that is due for review. Four different proposals were listed for the Board to review. With James being absent the

Board agreed to continue discussion and review of the Recreation Plan during July's meeting.

10. New Business –

- A. District Health Department #10** – Karen Repeat a health educator and tobacco treatment specialist. She with her intern are working on a project regarding smoking in public parks and policies that local municipalities have regarding tobacco use within the parks. Karen asked permission to have her intern visit our local parks and conduct a survey of visitors about tobacco use in the parks and what their thoughts would be. She and her intern will have results for the next meeting in July. The project is through the Live Well Coalition of Mecosta County.
- B. Administration Fees 2018 Tax collections** – Mary received a yearly letter to be included in charging administration fees for tax processing. She has never assessed a fee for her administration of tax duties and chooses not to again. Motion made by Michele Graham to NOT charge an administration fee. Mary Quinlan 2nd. Motion carried.
- C. Quarterly & Yearly Taxes** – Clerk Lois Brennan is requesting to employ the Townships accountant to perform the task of Quarterly tax filings and the end of the year duties which are the W-2, W-3, 1099 forms. Lois will preform weekly and monthly payroll duties, and monthly tax returns, siting that having the accountant preform the quarterly tax returns and the year end tax requirements that it adds to the checks and balances to insure there haven't been costly mistakes made throughout the year. Lois admits she is not a CPA and does have difficulty with those two job duties. A quote for the cost of this service was requested but was not returned in time for the meeting. Motion made by John Johnson to allow accounting firm to conduct quarterly tax returns for the current qtr. Mary Quinlan 2nd. The Board agreed to continue discussion at the July meeting to grant time to obtain a quote for services. Roll Call: John Johnson – yes, Mary Quinlan – yes, Michele Graham – yes, Lois Brennan – yes. Motion carried.

- D. **Metro Permit** – AT&T sent a letter to extend its contract with Mecosta Township until December 31,2023. Motion made by Lois Brennan to extend the Metro Act Right of way permit until December 31, 2023. Mary Quinlan 2nd. Motion carried.
- E. **Mecosta Conservation District** – yearly contract renewal for household hazardous waste materials. Motion made by John Johnson to renew contract and pay \$500.00 for hazardous waste disposal. Mary Quinlan 2nd. Roll Call – John Johnson – yes, Mary Quinlan – yes, Michele Graham – yes, Lois Brennan – yes. Motion carried.
- F. **MTA Planning & Zoning Class** – Michele Graham presented a flier for a continuing education class through MTA for planning commission. The cost of the class is \$91.00 per person. The class is to be held on July 24th. Motion made by John Johnson to spend \$100. 00 each person up to \$600.00 to attend the class. Mary Quinlan 2nd. Roll call: John Johnson – yes, Mary Quinlan – yes, Michele Graham – yes, Lois Brennan – yes. Motion carried.

11. **Unfinished Business** -

- A. **Fire Department Agreement**– update: The fire department has completed inventory. Inventory list had been emailed to each member of both Township Boards. Mecosta Township has requested a Joint Special Meeting with Austin Township to discuss the inventory, to compile lists and work out costs. Austin has indicated they are not currently ready for a meeting at this time. Michele has contacted Jim Scales Mecosta Townships Attorney regarding arbitration, his suggestion was arbitration should happen sooner rather than later. Mecosta Township is waiting until the July meeting to give Austin Township time to work with us to come up with some pricing. Topic will be discussed at the next board meeting July 11th. The Fire Department Agreement is set to expire September 30th of this year.
- B. **Facebook Page**- LIKE US ON FACEBOOK, our page is up and running and is set to be interactive. Invite friends and family

members to also like the page, more and more information will be provided to our community as we continue to develop the page.

C. Board of Review- We are still searching people interested in becoming a member of the Board of Review. Persons should contact Supervisor Michele Graham at Mecosta Township Hall. Persons with interest in this position must live or own property or a business within Mecosta Township. Michele is currently looking to fill 2 spots.

11. Brief Public Comment – none heard.

12. Announcements/Correspondences - Mary let the Board know that there are now more parking spots located at the rivers public access on Park Rd., some of the large rocks were moved which opens the parking area.

13. Adjournment - Motion by John Johnson to adjourn meeting at 7:03pm. Michele Graham 2nd. Meeting was adjourned by Michele Graham at 7:03pm.