

MECOSTA TOWNSHIP BOARD
19729 11 MILE RD. BIG RAPIDS, MI 49307
March 9, 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, present. John Johnson, James Cain, Absent. The township board is a quorum with 3 board members in attendance.
4. **Approval of the Agenda:** Motion to approve the agenda with the addition of G. Hanes Exterminating under 11. New Business, made by Mary Quinlan, Lois Brennan 2nd. All aye, motion carried.
5. **Approval of Minutes:** Motion to accept the February 9, 2021 meeting minutes as presented by Mary Quinlan, Michele Graham 2nd. All aye, motion carried.
6. **Treasurers Report:** Per Treasurer Mary Quinlan, reporting for the month of February 2021, Balance General Fund checking \$422,018.11, First Responders \$7,453.13, Fire-Equipment/Building \$139,915.41, Fire Fund – Operations \$ 16,291.28, Total account balance \$585,677.93. To be noted, tax collection totals \$3,850,000. as of March 1, 2021, Treasurer’s report was accepted and entered into official record by Supervisor Graham.
7. **Approval to Pay Bills & Payroll:** Motion to approve bills & payroll in the amount of \$ 96,968.83 made by Mary Quinlan, Lois Brennan 2nd. Roll Call: 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, the County Commissioners are now back to in person meetings at the County

Services Building, there is still zoom attendance capabilities for the general public.

- B. **Assessor/Supervisor Report: Supervisor Report:** Per Supervisor Michele Graham, has received a few calls on the ongoing junk complaint. She will be calling this person tomorrow. **Assessors Report:** Per Assessor Michele Graham, the last two days have been Board of Review, there was a total of six (6) VA exemptions with a total of \$490,625. of taxable value that is now exempt. And one person's taxable value was lowered by \$18,173.00 which was based on acreage. The rest of the week will be working on balancing the roll and all the paperwork to the county. Board of Review Members are coming in on Friday to sign all certificates. The next board of review is in July. Michele did explain how exemptions work and what it means to a community.

- C. **Clerk: Per Clerk Lois Brennan-** everything is running pretty smooth, there was one error made while paying the February 941 payment, the clerk ran the total report for the year 2020. This created an overpayment of \$699.21 which will result in a federal refund or can be deducted from March's 941 payment due. This was done because of reports run for the yearly audits for insurance companies.

We are now 5 years into owning our election equipment through the HAVA grant. After the 5 years the townships are responsible for their portion of payment on maintenance/repairs for the equipment. Payments are set up to be due once a year. Our portion for all 5 years is a total of \$3,075.00. Clerk Brennan would rather pay the total balance for all 5 years at once, she did contact the distributor and was told that is absolutely an option. Motion made by Michele Graham to pay the five-year maintenance commitment in the amount of \$3,075.00 to election source. Mary Quinlan 2nd. Roll Call: Michele Graham – yes, Mary Quinlan – yes, Lois Brennan – yes. Motion carried.

Finally, the clerk is preparing for election roll out that is to begin on March 20th.

- D. Cemetery:** Per Supervisor Michele Graham, an updated cemetery budget for the Stanwood was provided by Supervisor Ken Vredenburg. Noted was that there has not been a date set by the Morley Stanwood schools for the Junior Class rake day, so Tinker Peete may again be used to clean the cemetery in the spring. Motion made to accept the presented budget in the amount of \$1,100.00 for Mecosta Townships half by Lois Brennan, Mary Quinlan 2nd. Roll Call: Lois Brennan – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried.
- E. Budget:** Per Supervisor Michele Graham, Michele will look at the budget closer next week to see how things will need to be moved around before the Budget Hearing at the end of March.
- F. Planning Commission:** Per Supervisor Michele Graham, there was not a meeting held in March.
- **Members:** Motion to accept the one applicant for the Planning Commission, placing Mike Fish on the Planning Commission made by Mary Quinlan, Lois Brennan 2nd. All aye, motion carried.

10.Unfinished Business:

- A. Fire Department:** Per Chief Ron Palmer – There were a total of 22 runs for the past month.
- SCBA service and maintenance is complete, this was delayed from last year due to COVID.
 - Parades will resume this year at Brower Park as well as River Ridge Resort.
 - Tires for Engine 1 and Tender 2 are needed, they are over 10 years old. Chief Palmer provided quotes from DP Tire, this is a municipal government bid so they are locked in pricing. The quotes for both trucks totaled \$6,436.72. Motion made by Lois Brennan to accept the quotes from DP Tire and purchase the tires needed in the amount of \$6,436.72, Mary Quinlan 2nd. Roll Call: Lois Brennan – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried.
 - There are two valves in the back of Tender that are needing replaced, these have been replaced before, but are leaking again, they need to be replaced with an actual fire fighting valve.

- B. 2021 – 2022 budget: Per Supervisor Michele Graham, preparing for budget hearing.**
- C. Roads:** Michele received an email from Bill Stanek the Supervisor of Big Rapids Township asking Mecosta Township to split the costs of chip and fog seal on a section of 12-mile rd. our cost would be \$34,442.00. Motion to split the costs of chip and fog seal of 12 Mile rd. from 190th to the expressway made by Mary Quinlan, Lois Brennan 2nd. Roll Call: Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.
- Mecosta County Road Commission sent a new contract for dust control, motion made to entered into contract with MCRC in the amount of \$5,300.00 for dust control of all dirty roads within our township. Made by Mary Quinlan, Lois Brennan 2nd. Roll Call: Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.
- D. Zoning Assistant/Building Department Clerk Contract:** contract was reviewed by the township’s attorney; board members agreed the contract looked good. Motion to have Michele Graham present the contract to employee Amy Dalman for signing made by Lois Brennan, Mary Quinlan 2nd. Roll Call: Lois Brennan – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried.

11. New Business:

- A. Workmen Comp Insurance:** The Fire Department/First Responders are under Liberty Mutual for their workers compensation policy, the Township employees are under a different company Accident Fund, for ease of bill payment and yearly audit the clerk is asking to combine both entities under one policy with Liberty Mutual, both entities operate under one FEIN number which makes it very hard to decipher payroll information for audits. Clerk Brennan provided information from Ted Hartleb agency showing a break down of expense. Motion to switch workers compensation insurances for the township to Liberty Mutual made by Lois Brennan, Mary Quinlan 2nd. Motion carried.
- B. Walton Erickson Public Library:** Annual service agreement with Walton Erickson Public Library in the amount of \$2,500.00. discussion

as to a 20% loss of revenue to the library due to covid. Motion to renew agreement with the library in the amount of \$2,700.00 made by Mary Quinlan, Lois Brennan 2nd. Roll Call: Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

- C. Online Payments:** There is a developing and ongoing issue with mail services through USPS, bills/checks are not reaching their destinations in a timely manner. Currently the township has a few bills that have been deemed “late” for this reason. Clerk Brennan has been in contact with all companies and is actively monitoring the situation. Clerk Brennan as well as Treasurer Quinlan would like permission to pay reoccurring invoices via electronic fund transfer for the township/fire department/first responders. The two officers have spoken regarding a “checks and balances” procedure to maintain records, Supervisor Michele Graham mentioned contacting the Townships Accountant/Auditor for a little more direction on legalities. Motion in the form of Resolution 2021-003 to allow the clerk and treasurer to do electronic payment for reoccurring invoices made by Michele Graham, Mary Quinlan 2nd. Roll Call: Michele Graham – yes, Mary Quinlan – yes, Lois Brennan – yes. Resolution is passed.
- D. Mecosta Conservation District:** yearly contract renewal, there was a breakdown of costs rendered by each township. For disposal of Mecosta township resident’s hazardous material, it is approximately \$1,235. Our past 4 years of support have been in the amount of \$500.00. therefore, it has been requested to consider making a larger contribution Motion to enter into contract with MCD hazardous waste program in the amount of \$1,000. Made by Mary Quinlan, Lois Brennan 2nd. Roll Call: Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.
- E. Junk Day Contract:** Granger Waste Services has sent a contract for service for our annual Junk Day with the township. Junk Day is scheduled for May 4th this year. There would be 3 large trucks as well as Granger Employees here for the township residents. Motion to allow Michele Graham to sign the contract with Granger to secure services for junk day made by Mary Quinlan, Lois Brennan 2nd. Roll

Call: Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes.
Motion carried.

F. Metro Act: 5- year contract renewal. Motion to allow Michele Graham to sign the metro agreement with point broadband made by Mary Quinlan, Lois Brennan 2nd. Roll Call: Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

G. Hanes Exterminating: Annual contract renewal for full year of service. Motion to sign contract for full year of service in the amount of \$600.00 made by Lois Brennan, Mary Quinlan 2nd. Roll Call: Lois Brennan – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried.

12. Brief Public Comment: A special thank you to Mr. Tom O’Neil and his wife Kathy for plowing and shoveling the fire department out all winter, Tom and Kathy do this without compensation. Thank you on behalf of the Fire Department as well as the Township Board. You are both very appreciated.

13. Announcements/correspondence: Supervisor Michele Graham received a phone call from Charity Archer, who complained about us not having rentals right now due to covid, Ms. Archer was explained that we have to follow CDC guidelines/protocols, and that it is too hard for us to monitor those guidelines. She requested that she be mentioned on record that we should not be following federal guidelines and we should “have a spine” and go from there.

14. Adjournment: Motion to adjourn at 7:01p, made by Lois Brennan, Mary Quinlan 2nd. Supervisor Michele Graham adjourned the meeting.

Lois Brennan, Clerk
Mecosta Township