

Mecosta Township

19729 11 Mile Rd. Big Rapids, MI.

Regular Meeting

August 13, 2019/ unapproved minutes

Prepared by Lois Brennan, Mecosta Township Clerk

1. **Call Meeting to Order:** 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-present, James Cain was absent.
4. **Approval of the Agenda** – Motion made by Mary Quinlan to accept agenda as presented, John Johnson 2nd. All aye, motion carried. Motion made by Lois Brennan to amend agenda to include E. Township Truck Repair under Unfinished business. Mary Quinlan 2nd. All aye, motion carried.
5. **Approval of Minutes** – Motion made by Mary Quinlan to accept the minutes with change of striking the word “for” on page two under Assessor/Supervisor report paragraph 4 line 2. John Johnson 2nd. All ayes, motion carried.
6. **Treasurer’s Report** – Treasurer’s report was accepted as presented and entered into official record.
7. **Approval to Pay Bills & Payroll** – Motion made by Mary Quinlan to pay bills and payroll in the amount of \$22,504.71, John Johnson 2nd. Roll Call Mary Quinlan – yes, John Johnson – yes, Lois Brennan – yes, Michele Graham – yes. All aye, motion carried.
8. **Brief Public Comment** – none heard.
9. **Reports** –
 - A. **County Commissioner Report** – Per Tom O’Neil, Mecosta County Road Commission is still addressing a possible millage proposal on next years ballot. MCRC is looking to ask for 2 mills from each Mecosta County resident. The money generated would

then be used by the MCRC by splitting it in 4 equal amounts. The townships in MCRCs plan have been split into 4 quadrants each containing 4 townships. Arguments against the proposal are stated as not being a fair or equitable split amongst the county. County commissioners have tabled a decision until their October meeting. County commissioners are being asked to vote yes to allow the millage question to be placed on the ballot.

B. Assessors/Supervisors Report– Per Michele Graham, The Township Halls new sign should begin being installed this next week. The Townships truck should be repaired and ready for pickup this Thursday. Signs secured through a grant for a substance free park and grounds at the Township Hall will be in this week. Michele will have maintenance put them up.

Michele has finished assessing all Riverside Dr. and is plugging along on other areas of the township at this time.

The one junk complaint that had been filed, has been cleaned up.

C. Clerk- Per Lois Brennan, the office is quiet currently, nothing new to report. The State of Michigan has been implementing some new things with elections which has caused a need for a new computer and laptop for election purposes. Both computers being replaced are too old to be updated with the newly needed software.

D. Cemetery – nothing new, Michele to confirm with Kenn Vredenburg regarding joint cemetery meeting schedule.

E. Budget – Budget amendment needed, we did not budget for payments to the fire department for service rendered to persons that reside outside of the township (i.e. persons traveling through our township). Motion made by Lois Brennan to amend the budget by adding \$2,000.00 to 208-000-614 and decrease 101-000-614 by \$1,000.00. Mary Quinlan 2nd. Roll Call: Lois Brennan – yes, Mary Quinlan – yes, John Johnson – yes, Michele Graham – yes. All aye, motion carried.

F. Planning Commission – Per Mary Quinlan (James Cain was absent) An annual joint meeting was held between the Planning Commission and the Zoning Board. The main discussion revolved around future growth of our community. Ideas were discussed on an array of different topics. Discussions included the upcoming Master Plan review. Overall the meeting was very productive with a lot of thoughts and ideas for our community development. Howard Bowersox is to remain chairperson for both boards.

10. Unfinished Business –

A. Fire Department – Per Chief Ron Palmer, there were 7 fire runs this past month and 17 rescue runs. Rescue Basic allocation of \$3,750.00 was received. The workshop with the Mecosta Township Board members went well last week, long-term and short-term goals were outlined for the department.

Chief Palmer is still trying to gather quotes for replacement of the parking lot. The parking lot was repaired by Chief Palmer, Mr. Tom O’Neil and a few of the fire fighters for the time being. All agree it needs being replaced properly soon. Chief Palmer presented the Board with bids for a one-ton pick up to replace our aging grass rig. Turn out gear that was approved and ordered should be delivered next week.

All new required equipment for Rescue is in and all is stocked on our rescue vehicles.

County Mutual aid Tender shuttle for ISO coming in October.

-SCBA Replacement- The current SCBAs (self-contained breathing apparatus) used by our firefighters are due to expire in the year 2021. Currently we have 12 full packs (2 air tanks and 1 mask), 6 packs in each of the engines with 24 oxygen tanks. Discussion as to beginning replacement of the packs and tanks sooner rather than later ensued. The replacement costs of the “packs” is estimated at \$6,173.00 each. There will also be a need to purchase additional masks to ensure

every fire fighter has their own fitted mask. Masks will be issued to firefighters as part of their gear. Chief Palmer will gather quotes for pricing.

-Shed- The current shed located at the fire department is in disrepair. The shed originally belonged to Mecosta Township and was moved to the fire department some years ago. There is a chronic problem of unwelcomed critters taking up residence in the shed and destroying the contents inside. Upon inspection from the Township Board members it was decided a new one is needed. Chief Palmer gathered quotes. Motion made by Lois Brennan to spend up to \$4,000.00 to purchase a new shed. Mary Quinlan 2nd. Roll Call: Lois Brennan – yes, Mary Quinlan – yes, John Johnson – yes, Michele Graham – yes. Motion carried.

-Truck- quotes were gathered for a new one-ton pick-up truck for the fire department. Our fleet is aging and the reason for the millage was to start replacing trucks as needed. This topic will be revisited later.

B. Zoning Administrator - A candidate for the Zoning Administrators position has been selected. Laura Bosworth was recommended by Michele Graham, Mary Quinlan and Lois Brennan after the interviewing process. There were 4 full interviews given after thinning out the candidates that applied. Motion made by Lois Brennan to hire Laura Bosworth for the zoning administrators position with a 90-day probationary time, \$16.00 an hour for a rate of pay, 40 hours a week mandatory with one meeting night a month. 3% pension will be offered after the 90-day probationary time as well as sick time and comp. One-week vacation will be added after a year of employment. Mary Quinlan 2nd. Motion carried.

C. Roads- Mecosta County Road Commission will be providing the extra brining of roads that were taken back to gravel for free, they will no longer be charging the Township for the service on those specific roads this year.

D. Retirement Plan – Resolution 2019-009 was offered by motion from John Johnson naming Mary Quinlan and Michele Graham as

trustees and administrators for the current retirement plan. Lois Brennan 2nd. Roll Call: John Johnson – yes, Lois Brennan – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried. Resolution passed.

Resolution 2019-010 to terminate the existing pension plan with John Hancock was offered by motion from Lois Brennan, Mary Quinlan 2nd. Roll Call: Lois Brennan – yes, Mary Quinlan – yes, John Johnson – yes, Michele Graham – yes. Motion carried. Resolution passed.

E. Township Truck Repair – The townships truck used for maintenance of the parks and cemetery was taken to Quality Truck repair because of a brake issue. The brakes and lines are in terrible condition making the truck unsafe to drive. Repair was quoted at \$1798.00. Motion by John Johnson to spend up to \$2,000.00 to have the brakes and all brake lines repaired. Mary Quinlan 2nd. Roll Call: John Johnson – yes, Mary Quinlan – yes, Lois Brennan -yes, Michele Graham – yes. Motion carried.

11. New Business

A. Drain Commissioner – Carla Miller the Deputy Drain Commissioner of Mecosta County addressed the Board with information regarding the Ford Drain located in parts of Mecosta, Austin, and Aetna Townships, the Ford drain is dated back to 1902 with its last survey being in 1975 a section 197 survey was conducted on the drain, maps and informative information was left with the Board members and is accessible upon request at the Township Hall offices.

B. Short-term Long-term Goals - Township Board members are being asked to create a list of long-term short-term goals for the township. Michele Graham mentioned some items to consider as township hall roof, township hall parking lot, concrete entry pads at the township hall, vinyl flooring that is curling and wearing in the Township hall and carpeting in the office portion of the township hall.

C. Permit Refund- Rob Scholten’s Plumbing and heating pulled two mechanical permits by mistake and is requesting a refund for one of

the permits. Motion made by Mary Quinlan to refund the permit fee with proof of double payment in the amount of \$110.00. John Johnson 2nd. Roll Call: Mary Quinlan – yes, John Johnson – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

D. Rental Refund – Shawna Budzol left a note requesting a refund of her hall rental deposit as she needs to cancel her event on October 26. Motion made by John Johnson to refund the \$100.00 deposit fee, Lois Brennan 2nd. Roll Call: John Johnson – yes, Lois Brennan – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried.

E. Clerk & Election Computer – With the State of Michigan’s new roll out of combined election programming requirements for computers have changed. Clerk Brennan tried to update the two computers used primary on election with the help of the township’s IT professionals, only to find out that it wasn’t possible to do. The computers are too old. With an upcoming election in November the computers will need to be replaced before the end of September in order to process the election properly. The computers needed consist of the Deputy Clerks desk top computer, and the EPB (electronic poll book) laptop used on election day. Monitors or any accessories are not needed to be replaced. Motion made by John Johnson to spend up to \$2,000.00 for the two new computers. Mary Quinlan 2nd. Roll Call: John Johnson – yes, Mary Quinlan -yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

12. Brief Public Comment – none heard.

13. Announcements/Correspondence – none

14. Adjournment – Meeting adjourned at 7:33pm by Supervisor Michele Graham.