

Mecosta Township

19729 11 Mile Rd. Big Rapids, MI.

Regular Meeting

December 12, 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, James Cain, Michele Graham, Lois Brennan, Mary Quinlan. All present.
4. **Approval of the Agenda** – Motion made by James Cain to approve the agenda with the addition of F. Hall Rental under New Business, Lois Brennan 2nd. All ayes, motion carried.
5. **Approval of Minutes** – Motion made by James Cain to accept November minutes with corrections, 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 James Cain to pay bills and payroll in the amount of \$51,155.78, Mary Quinlan 2nd. Roll Call James Cain - yes, 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, MCRC report on 8 Mile rd. being paved. Incorrectly state Mecosta Township paid for it to be done. Ice Mountain in actuality paid for 8 Mile Rd. to be paved.
 - B. **Assessors/Supervisors Report**– Per Michele Graham, Maintenance has been keeping an eye on the roof leak. Recreation grant we came in 34th out of 70. We are waiting to

hear the results. We are also still waiting to hear on the passport grant that Mecosta Township has applied for. MEDC meeting coming up. Michele has been nominated as Chair.

Ratio's are in from the County, Agricultural came in at 54.27%, Commercial is 52.60%, Industrial is 47.88%, Residential is 46.78%. Assessing is currently in balance. As of earlier today, taxable value was \$134,557,717. Last year it was \$115,451,515. The increase is due to sales and uncapping of taxes with these sales. There were 7 petitions for Board of Review. 4 were poverty exceptions, 3 approved 1 was not.

C. Clerk- Per Lois Brennan, everything is pretty smooth currently. We are on track for 4 total elections this next year. With the changes throughout the state because of Proposal 18-3 we are expecting an increase of absentee voters. There have been several changes in the materials used for elections. I will be ordering all new envelopes, applications, and instructions as to fill the State requirements. Budget expected is roughly \$2,500-\$3,000. Per elections. With the proposal of 18-3 we are expecting to see a 30%-50% increase in voters voting as absentees so this budget expectation could very well increase.

D. Cemetery – Joint meeting with Austin Twp. Scheduled for March 2020.

E. Budget – We need to transfer some funds into Elections, Motion made by James Cain to transfer \$7,000.00 from contingency (101-000-989) to Elections 101-195 to be dispersed by Lois as she needs. Mary Quinlan 2nd. Roll Call James Cain – yes, Mary Quinlan – yes, John Johnson – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

Gladys (Zoning Administrator) provided for the Board a report reflecting revenue totals for the building/zoning departments. The report is year to date from April 1, 2019 to current.

F. Planning Commission – Michele provided a list of items that was provided to her that the Planning Commission is currently working on and looking for some insight from the Township Board as they are working toward the Master Plan. The camping section of the list will be addressed at a later time, this allows all Board members ample time to review materials that were provided. But the overall consensus of the board is that all items outlined looked good. James Cain provided extra insight as to the thoughts and questions the Planning Commission is looking at and considering.

10. Unfinished Business –

A. Fire Department – Per Chief Ron Palmer

Reports- Chief Palmer gave an over view of reports for the past month, including the massive outage recently seen in our area due to the winter storm we had.

New software is working out well for the fire department and the first responders. Mecosta Township Fire/Rescue did take part in the program Shop with a Hero in town as well.

SCBA Replacement – ISI failed their testing and will no longer be making SCBA's for the United States, a new Scott 3.0 SCBA will be delivered to the department for the firefighters to test and look at. Chief Palmer will keep up posted on SCBA information as they are due for replacement soon.

Maintenance on current SCBA units is complete and fit testing was conducted and everyone passed in November.

Department training has been interrupted frequently lately due to fire and rescue calls overlapping on training times. Training is rescheduled for December 11th. Rescue runs since November meeting is 13.

Truck - Bring back topic in January we will all have a better idea on the budget after winter tax collection from the millage. Chief Palmer will make sure the bids we already have still hold true.

Policy- Chief Palmer has revised a policy in the SOG regarding application processing. The Board agreed with what was presented and chooses to follow it until officially adopted.

B. Complaint Procedures – keep in mind, will be reoccurring on agenda until decisions are made regarding complaint process, the Board is looking to revise the current Policy and Procedures Manual.

C. New Board of Review members – two persons have applied for Board of Review. Claire “Andy” Bono and Michael Fish have applied for the available positions. Motion made by Mary Quinlan to accept Claire “Andy” Bono and Michael Fish onto the Board of Review; Dave Puffer will become an alternate. John Johnson 2nd. Roll Call: Mary Quinlan – yes, John Johnson – yes, James Cain – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried. Welcome Mike and Andy and thank you for showing interest in our community.

D. Mechanical & Electrical Fines – after discussion The Board would like to research and match Mecosta County and Big Rapids Township. Topic will be brought back in January.

E. Zoning Administrator review – Gladys Lenard provided a letter to the Board in regards to Laura Bosworth the newly hired Zoning Administrator Asst. Laura is doing a wonderful job learning the office and her duties. She is quick to learn and offers knowledge in several areas that are beneficial to the Building and Zoning Departments. The Board did discuss a title change in the future for the head of the department. Also discussed was the process of employee reviews.

F. Fireworks Ordinance - Motion to accept the fireworks ordinance as written by our attorney 2019-3, made by James Cain, Mary Quinlan 2nd. Roll Call: James Cain – yes, Mary Quinlan – yes, John Johnson – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

11. New Business

A. 2020 Poverty Guidelines & Asset Test - Motion in the form of resolution number 2019-013 to accept the 2020 Poverty Guidelines and Asset test made by Lois Brennan, James Cain 2nd. Roll Call: Lois Brennan – yes, James Cain – yes, John Johnson – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried.

B. 2020 Mecosta Township Holidays & Meeting Dates – discussion surrounding the 2020 calendar dates provided by Michele Graham for the upcoming year. Motion made by Mary Quinlan to accept the holiday meeting schedule with addition of a half day closure the day before Thanksgiving, James Cain 2nd. All aye, motion carried.

C. Assessing Envelopes – Michele needs only 2 boxes of envelopes for assessing notice. Motion made by John Johnson to spend \$675.00 to purchases needed envelopes, James Cain 2nd. Roll Call: John Johnson – yes, James Cain – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

D. Township Logo – Laura Bosworth designed a few different logos for the Township letterhead. Each Board member was given a copy to review. The Board appreciated the designs and agreed to use them in the future.

E. Township/Fire Department Policy – proposed a workshop for policy and procedures. All Board members along with Chief Palmer agree it is time to review current policy and procedure. Our current policies and procedures were formed in 1996 with only a small amendment in 2001. The Board is looking to hold the workshop in January after the holidays, proposed dates are January 27th or 28th 2020.

F. Hall Rental – The Board has been asked to consider a rental of the hall on Christmas day, it was decided that we would ask the employee that would be responsible for the plowing of the parking lot.

12. Brief Public Comment – none heard.

13. Announcements/Correspondence – John Johnson on behalf of his wife and company Cleveland Integrity presented Chief Palmer with a \$1000.00

donation check to pay for the firefighters Christmas dinner, anything left over is to be used where the firefighters need it. Thank you to John and Kay Johnson for your very thoughtful donation.

14. Adjournment – Motion to adjourn made by Mary Quinlan, Lois Brennan 2nd. Meeting adjourned at 7:40pm by Supervisor Michele Graham.

Lois Brennan, Clerk Mecosta Township