

MECOSTA TOWNSHIP BOARD

19729 11 MILE RD. BIG RAPIDS, MI 49307

December 08, 2020/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. Meetings are being held via zoom due to Covid19 and State Orders. Anyone wishing to take part in the meeting can follow the link provided on the Mecosta Township. Org website.
2. **PLEDGE TO THE FLAG**
3. **Roll Call:** John Johnson, James Cain, Mary Quinlan, Lois Brennan, Michele Graham. All present.
4. **Approval of the Agenda:** Motion to accept the agenda as presented made by Mary Quinlan, James Cain 2nd. All ayes, motion carried.
5. **Approval of Minutes:** Motion to accept the minutes for November 10 as presented made by James Cain, Mary Quinlan 2nd. All aye, motion carried.
6. **Treasurers Report:** Per Treasurer Mary Quinlan, reporting for the month of November, General fund checking \$306,141.93, First Responders \$3,380.72, Fire-Equipment/Building \$61,798.24, Fire Fund – Operations \$10,476.79, Total account balance \$381,797.68. The Treasurer’s report was accepted by Supervisor Graham and entered into the official record.
7. **Approval to Pay Bills & Payroll:** Motion to approve bills & payroll in the amount of \$37,775.24 made by John Johnson, Mary Quinlan 2nd. Roll Call: John Johnson – yes, Mary Quinlan – yes, James Cain – yes, Lois Brennan - yes, Michele Graham - yes. Motion carried.
8. **Brief Public Comment:** None heard.
9. **Reports:**
 - A. **County Commissioner Report:** Mr. O’Neil was not in attendance, no report given.
 - B. **Assessor/Supervisor Report: Assessors Report:** Per Michele Graham, possible that we will have our AMAR next year, Michele feels she is in pretty good shape for it. She just must make sure she closes out the roll properly, and that she and the Treasurer work together. **Supervisor Report:** The offices remain very busy in both building and zoning, as well as the Treasurer’s office due to tax collection. There have been extra safeguards put in place to ensure safety from covid19. There are no plans to close the offices currently.

- C. **Clerk:** Per Clerk Lois Brennan- Mecosta Township was randomly selected by the State for a post-election audit. She is currently waiting to schedule this with the County Clerk once guidelines are established by the Bureau of Elections.
- D. **Cemetery:** Nothing new to report, the tree removal that was approved by both Township Boards has not been completed yet.
- E. **Budget:** Nothing new, we will need to move money in January from Zoning into Building for payroll purposes, Amy is paid strictly out of building as she does not perform job duties officially out of Zoning yet. The payroll is usually split between the two departments for her position.
- F. **Planning Commission:** There haven't been any meetings to date, due to COVID19. There will be a meeting in January.

10. **Unfinished Business:**

- A. **Fire Department:** Per Chief Ron Palmer – advisement to the Board to please be careful as COVID numbers are rising in our area. There are currently multiple cases in Mecosta Township. People who have tested positive continue to go out and not remain quarantined as they should.
- **Reports:** Run report shows 7 runs from 11/10-12/07. Six calls were emergency medical; one call was for manpower.
 - **Payroll:** Was completed and turned in on 12/03 as requested. The Fire Department extended their thanks to Clerk Brennan for her time processing annual payroll. Payroll went very smoothly, all bumps and hiccups from the past have been worked out, communication between the fire department and the clerk's office is going very well.
 - **New Grass Rig:** The new lights have arrived and are beginning installation process.
 - **Flashlights:** The flashlights ordered in June and were on backorder have arrived. There are a couple more that were ordered in September are still on back order. All Firefighters now have flashlights on their gear.
 - **Pagers:** Chief Palmer provided two quotes for pagers, the last time pagers were purchased was 2006 with a grant. Pagers are starting to fail and are unable to be repaired. Three pagers have been sent out for repairs and the issues persists after three months. Some of the batteries are exploding in the pagers. Chief Palmer has switched the batteries that were being used for a new brand to see if that helps. Motion to spend up to \$2,200.00 to purchase new pagers made by Mary Quinlan, John Johnson 2nd. Roll Call: Mary Quinlan – yes, John Johnson- yes, James Cain – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.
 - **Disinfectant machines:** The fogging machines are working great.

- **Ozone machines:** are in place and operating on a scheduled basis.
- **Vinyl:** K2 Graphics met with Chief Palmer on Saturday, Dec. 5th regarding the vinyl on the new grass rig. K2 is a resident of Mecosta Township.
- **Injuries:** There are no injuries to report currently. All personnel are healthy.
- Thanks, from the Fire Fighters/First Responders to the Board for helping the department to stay safe during this critical time by allowing the purchases of the fogging equipment used to sterilize the trucks as well as the department house.

11.New Business:

- A. 2021 Holiday & Meeting Dates:** A 2021 schedule was provided by Supervisor Graham for the upcoming year. Motion was made to approve the holiday & meeting date schedule as presented, by James Cain, Lois Brennan 2nd. All aye, motion carried.
- B. 2021 Poverty Guidelines & Asset Test:** Supervisor/Assessor Michele Graham presented the Board with the poverty guidelines and the poverty exemption application for 2021. Increases have always been done by 20% each year, for one and two person(s) households. And the Poverty Exemption Application is provided by the State of Michigan Tax Commission. Motion in the form of Resolution 2020-09 to accept the poverty guidelines and asset test as provided made by Lois Brennan, James Cain 2nd. Roll Call: Lois Brennan – yes, James Cain – yes, John Johnson – yes, Mary Quinlan – yes, Michele Graham – yes. Resolution 2020-09 passed.
- C. Assessing Policies:** Per Michele Graham, this is part of the AMAR, a resolution is needed for the Procedures for granting and Removing Real Property Exemptions. Motion in the form of Resolution 2020-10 to accept the Procedures for Granting and Removing Real Property Exemptions by Lois Brennan, James Cain 2nd. Roll Call: Lois Brennan – yes, James Cain – yes, John Johnson – yes, Mary Quinlan – yes, Michele Graham – yes. Resolution 2020-10 passed.
- D. Board of Review Members:** All current members of the Board of Review have agreed to continue for the next year. Motion to accept offered members Mike Fish, Wayne Benson, Clair “Andy” Bono, and Kelly Husted (as an alternate) Board of Review members for 2021 made by James Cain, John Johnson 2nd. All aye, motion carried.

12.Brief Public Comment: none heard.

13.Announcements/correspondence: Board of Review for December must be conducted by Zoom. Michele Graham is working on that.

14.Adjournment: Motion made to adjourn at 6:30pm by Lois Brennan, James Cain 2nd. All aye. Meeting was adjourned by Supervisor Michele Graham.

Lois Brennan, Clerk
Mecosta Township