

MECOSTA TOWNSHIP BOARD

19729 11 MILE RD. BIG RAPIDS, MI 49307

July 14, 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.
2. **PLEDGE TO THE FLAG**
3. **Roll Call:** John Johnson, Mary Quinlan, James Cain entered meeting at 6:02pm, Lois Brennan, Michele Graham, all present.
4. **Approval of the Agenda:** Motion made by Mary Quinlan, John Johnson 2nd to accept the agenda as presented. All aye, motion carried.
5. **Approval of Minutes:** Motion made by Mary Quinlan, John Johnson 2nd to accept both sets minutes June 9th as well as the Election Commission minutes from July 10th with corrections to the June 9th minutes. All aye, motion carried.
6. **Treasurers Report:** Treasurer Mary Quinlan reported for the month of June. The Treasurers report was accepted as given and entered into the official record by Supervisor Michele Graham. Treasurer Quinlan outlined some financial situations to be discussed during the budget portion of the meeting. Quinlan also informed the Board about the proceeding of the yearly audit.
7. **Approval to Pay Bills & Payroll:** Motion made by Mary Quinlan, James Cain 2nd. To pay all bills and payroll reported in the amount of \$28,781.06. Roll Call: Mary Quinlan – yes, James Cain – yes, John Johnson- yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.
8. **Public Comment:** Candidate for Mecosta County Sheriff, Mark Solis addressed the Board with his desire to become Sheriff, he gave a brief overview of his history with our area as well as his history in law enforcement here in Mecosta County. Mr. Solis has 20 years of experience with Mecosta County Sheriff's department, he has also served as a County Commissioner and currently as spent the last 8 years with the Barryton Police Department.
9. **Reports:**
 - A. **County Commissioner Report:** Per Tom O'Neil- Residents along 200th Ave. are becoming more aggravated regarding a streetlight at the intersection of 8 Mile rd. and 200th Ave. Supervisor Michele Graham had contacted MDOT, MDOT has no interest in installing a streetlight at the intersection. After some discussion it was

cleared that the residents are requesting an actual over head light to light up in the intersection in the night hours. It was the Boards understanding during the June's meeting that a traffic light is what was wanted. Motion in the form of Resolution #2020-002 made by John Johnson to contact the Mecosta County Road Commission to approve the request and initiate the process to have an overhead streetlight installed at the intersection of 8 Mile Rd. and 200th Ave. Mary Quinlan 2nd. Roll Call: John Johnson – yes, Mary Quinlan – yes, James Cain – yes, Lois Brennan -yes, Michele Graham – yes. Motion carried. Supervisor Michele Graham will take the passed Resolution to the next Mecosta County Road Commission meeting on Tuesday, July 19th to begin the process of having a light installed.

Commissioner O'Neil also informed the Board that a section of The Dragon Trail has been opened just incase they were not already aware.

Commissioner O'Neil also presented the Board with Mecosta County Road Commissions schedule (report for Junes meeting) for the year projects around the county. Mr. O'Neil wanted the Board to clearly see that the County Road Commission has no plans to do any projects within Mecosta Township. The Mecosta County Road Commission is spending thousands of dollars in other townships; however, nothing will be spent in Mecosta Township. Michele will be attending the Road Commission meeting this upcoming Tuesday.

- B. Assessor/Supervisor Report:** Per Michele Graham – Supervisor report: The grant has moved on to the next step of the process and has been introduced Senates appropriations committee, there are some legal type stuff to do with it as soon as Supervisor Graham knows anything more she will let us know. Assessors Report: Per Michele Graham, for assessing new aerial maps that were taken in the Spring of 2019 are available to assessors, with reviewing the new maps Michele caught two new garages that were built without permits. She sights the program is worth the money we spend on it.

Supervisor Graham has also issued two final notices for junk complaints, one complaint is located on Cherry Str. the other is located on 220th Ave.

Special note regarding the increase of Gypsy moths in the area. Supervisor Graham has contact the MSU extension offices. Because it is the first year that the moths have taken residence up in Oak trees there is not a real concern, there is no intention to spray the trees for the moths at this time.

Supervisor/Assessor Graham also outlined an issue regarding assessors pay, in 2017 the Board had voted to increase the amount per parcel to \$12.32, Michele has not been paid that. This was discovered through the audit and a report provided by the department of equalization.

- C. **Clerk:** Per Lois Brennan- Nothing new to report, the office is extremely busy with elections currently. There has been a large increase of absentee ballot requests and ballots to process currently.
- D. **Cemetery:** nothing new to report.
- E. **Budget:** noteworthy, Laura Bosworth has to date not cashed her last paycheck from the township upon her self-termination. This was discussed with the auditor and it was decided to stop payment on the outstanding check and reissue an ACH deposit directly into Mrs. Bosworth's bank account in the amount she is owed. Brian Kanouse during COVID in March was a substitute electrical inspector prior to the state shut down, his payroll had not been submitted for payment. Payment was issued for Brian and he has been paid what he was owed. Due to some coding errors in the 2018-2019, adjustments were made during the audit that left a very low balance in the First Responders account. Coding errors were caused by the combining of accounts and have since been rectified and are not observed in the 2019-2020 year. Due to the current payroll for First Responders the account will be at a deficit. The First Responders will be receiving a payment from the county in August in the amount of \$4,500.00. To keep the Responders account from remaining in a deficit money will need to be moved from the 101 general fund contingency to the 206 Responders fund. Motion made by James Cain to transfer the \$5,000.00 as presented from 101 General fund contingency to 206 First Responders fund and dispersed accordingly. Lois Brennan 2nd. Roll Call: James Cain – yes, Lois Brennan- yes, John Johnson – yes, Mary Quinlan – yes, Michele Graham – yes. Motion carried.
- F. **Planning Commission:** There was not a planning commission meeting this month. Zoning is starting to gear up a little bit, building and zoning department has had a lot of questions in the office this past week. Planning Commission is still looking for one more member.

10. Unfinished Business:

A. Fire Department: Per Chief Ron Palmer –

- **Reports:** Chief Palmer presented the Board with the monthly run report, there were 24 runs this past month, between fire and first responders. We should have a VIN number on the new truck that was ordered for the fire department Thursday. Once the VIN number is issued it should take

about 4-5 days to process and then will be notified when the truck will be ready. Chief Palmer is expecting to have the truck here before our next meeting in August.

Fire Fighter Michael Chapin passed his test, so there is a need to purchase his turn out gear, the cost for both his turn out gear and wildland gear is \$3,925.00. Firefighter Chapin is currently using training gear until his gear is ordered and arrives.

The new nozzle was ordered and is installed on Engine 1. There has been a second nozzle fail it is 18 years old. To replace the nozzle the cost would be \$925.00 with shipping included.

The new patient suction unit has been installed on Rescue/ Engine 2.

New Siren Controller has been ordered for Engine 2 there was a control board failure. The cost is \$375.00 plus shipping.

There are injuries to report. All firefighters/first responders are healthy.

Rope Rescue training was conducted on July 13, pump operations, relay pumping and drafting operations completed June 24. These were the first two full meetings since COVID19 began.

Motion made by James Cain to spend \$5,250.00 on items listed in Chief Palmers report to obtain new turn out gear/ wetland gear for Michael Chapin, a nozzle to replace the failed nozzle and the new siren controller for Engine 2, John Johnson 2nd. Roll Call: James Cain – yes, John Johnson – yes, Mary Quinlan – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

- **SCBA Replacement – Grant:** There will be no new information about the grants until roughly December 2020 or January 2021. The topic will remain on the agenda, just as a reminder and if there are any earlier updated remarks to make.
- **Shower Room:** Topic to be continued, an engineer is needed for drawings, an engineer is not currently available due to back logged work related to shut down from COVID19. Township Board members along with Chief Palmer have agreed to set a date all can meet at the Fire Station and do a

“walk around” and perhaps come up with some ideas as to what is needed and where to install said shower room.

- **Hazard Pay:** Treasurer Quinlan informed the board that the State of Michigan sent out an email stating that First Responders can be reimbursed for COVID calls. Treasurer Quinlan has permission from the board to fill out and submit payment request for the hazard pay.
- B. **Policy:** No current updates as the Policy Committee has not met due to COVID19 and the upcoming election season.
- C. **Building Department Permits-** Discussion as to penalties for building without a permit, there are a few instances a year that have caused situations of disgruntled residents. Discussion as to eliminating the penalty fee. A 30-day amnesty was suggested. Discussion will be continued at a later date. No decision was reached.
- D. **Mechanical & Electrical Wages:** Current time sheets and payroll for the Mechanical and Electrical inspectors is a flawed system. With the revamping of the building and zoning department research has been done throughout other building and zoning departments as well as speaking with both current inspectors. To streamline the process a flat fee or flat payment amount would work best. It was suggested a \$60.00 payment for Mechanical/Plumbing for each inspection and a \$50.00 payment for Electrical for each inspection. These amounts seemed fair and agreeable with both current inspectors. Motion made to pay the mechanical/plumbing and electrical inspectors a flat wage for each inspection, \$60.00 for mechanical/plumbing \$50.00 for electrical by John Johnson, James Cain 2nd. Roll Call: John Johnson – yes, James Cain – yes, Mary Quinlan -yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

11.New Business:

- A. **Mecosta County Historical Museum:** A letter asking Mecosta Township to continue our membership, Motion made to continue our membership with a contribution of \$250.00 by John Johnson, Lois Brennan 2nd. Roll Call: John Johnson – yes, Lois Brennan – yes, Mary Quinlan – yes, James Cain – yes, Michele Graham – yes. Motion carried.
- B. **COVID19 Preparedness & Response Plan:** Supervisor Michele Graham went to the States website regarding what employers are responsible to do. Employers under so many employees were instructed to the OSHA website. OSHA has everything laid out and pretty much done for employers. Officers responsible for compliance records will be Michele Graham and Lois Brennan.
- C. **Hall Rentals:** we are having an issue with residents renting the hall not following the CDC guidelines even after being instructed that all guidelines must be followed. Because we do not have an enforcement agent. It was suggested that persons signing is informed and told that their deposit will be withheld. The Board

has already priorly agreed to offer the hall for half price for “drive thru” parties in May. Discussion as to installing security cameras as well due to damage that is being caused to the hall during rental, because of noncompliance of contractual agreement. This topic will be continued in the future.

12. Brief Public Comment: Megan Erickson Director of Meceola 911, addressed the Board regarding the upcoming millage question on the August ballot. This millage is surcharge increase and renewal, currently the surcharge has been \$2.25. This is the only income that our 911 services receive. 911 is asking for an increase to \$3.00 per line. Technology as it advances is expensive and equipment is also expensive. The increase will help with location services when a cell phone is used.

13. Announcements/correspondence: none

14. Adjournment: Motion made by John Johnson to adjourn at 7:01pm, James Cain 2nd. All aye, motion carried. Meeting was adjourned by Supervisor Michele Graham.

Lois Brennan, Clerk
Mecosta Township