

MECOSTA TOWNSHIP BOARD

19729 11 MILE RD. BIG RAPIDS, MI 49307

November 10, 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, Lois Brennan, Michele Graham, all present. James Cain entered meeting at 6:06pm.
4. **Approval of the Agenda:** Motion made to approve the agenda as presented by Mary Quinlan, John Johnson 2nd. All aye, motion carried.
5. **Approval of Minutes:** Motion made to accept the minutes from October 13, 2020 meeting with corrections, by Mary Quinlan, John Johnson 2nd. All aye, motion carried.
6. **Treasurers Report:** Per Treasurer Mary Quinlan reporting for the month of October, fund balances are as follows: General fund checking \$380,507.05, First Responders: -210.65, Fire-Equipment/Building(mileage account)\$61,798.24, Fire Fund -Operations \$11,674.60, Total funds \$453,769.24. Special note: First Responders based on runs for the quarter generally our payment is \$3,500, our payment received for September was \$1,400. We will be dealing with First Responders later in the meeting. We do not know what to expect for our January payment. Supervisor Michele Graham accepted the treasurers report as presented and entered it into the official record.
7. **Approval to Pay Bills & Payroll:** Motion to pay bills and payroll in the amount of \$129,720.09 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. **Public Comment:** None heard.
9. **Reports:**
 - A. **County Commissioner Report:** Per County Commissioner Tom O’Neil- Mr. O’Neil, inquired about the pricing of the road work on 192nd Ave. our billing from the MCRC was less than what was reported to the Board of Commissioners, Supervisor Graham explained that the number given to the Board of Commissioners was adjusted once the job was completed. Mr. O’Neil also expressed the thanks from the residents along 200th Ave. for the installation of a streetlight at 200th and 8 Mile Rd. The light was installed on October 17th. Mr. O’Neil also informed the Board

about the budget meeting held at the county earlier, saying the County is operating on a 13-million-dollar budget, with just over a 10-million-dollar fund S? John Johnson took the opportunity to inquire as to the whereabouts of the revenue generated from the fuel tax that was imposed for shared expenses on road maintenance, from 4 years ago. It seems no one knows where the money is from the State level.

B. Assessor/Supervisor Report: Per Supervisor Michele Graham – **Assessors Report:** Michele has finished the land tables and is waiting for some reports from the county for ECF and will be able to get some ratios to pass along to us, Michele has also started an equalization course for assessing and is plugging along. Zoning has been relatively busy; Amy has finished her course and Michele is currently looking for more training courses for her. At this time, as zoning questions come into the office, Michele has had Amy field the questions and do the research to assist in her training. The office has been very busy lately, which is a good thing. **Supervisors Report:** nothing new was reported at this meeting.

C. Clerk: Per Clerk Lois Brennan- a recap and summary of election results for the November general. Clerk Brennan did post election results for Mecosta Township on the website. Currently there are 2222 registered voters in Mecosta Township, there were a total of 765 absentee ballots requested within the township with 699 returned prior to or on election day. A total of 1516 ballots were cast within our precinct for the General Election, leaving a total of 706 registered voters that did not vote.

Clerk Brennan had submitted the grant paperwork for cost sharing on the new tabulator and the township did in fact receive half payment from the State. The total cost to the Township for the new equipment was \$2647.50 with \$602.51 for shipping. Clerk Brennan had hired four new election inspectors for the November General and all worked out very well. The average wait time on election day to cast votes was roughly 20 minutes.

Clerk Brennan also addressed the 100ft rule regarding signage from a polling location. Signs that are across the street from the Townships polls are outside of the 100 feet required by law, this was measured before and on election day. There were a few questions that arose on election day inquiring about signage being too close.

Clerk Brennan again thanked the Board for allowing an Absentee Voter Counting Board to be established and utilized for the November General Election. Even with

the newly formed AVCB and a second machine, absentee ballots were processed until 10:30pm. Without the AVCB the process would have taken much longer. Clerk Brennan also took time to apologize for being delinquent with her last months meeting minutes, the General Election was much more time consuming with the flow of people early voting as well as the drastic increase of absentee requests than expected. The Clerk's office is now caught back up and on track once again. My apologies to those who do take the time to read the minutes. This election was one for the record books.

- D. Cemetery:** The Board received an email from Supervisor Kenn Vredenburg from Austin township on a quote for tree removal at the Stanwood Cemetery. The quote was received from Cook's Tree Services. The amount of the billing would be \$2,300.00 of which Mecosta Township would pay half. Motion made by James Cain to spend \$1,150.00 for removal of dead trees in the Stanwood Cemetery, to be paid after the removal of the trees, Mary Quinlan 2nd. Roll Call: James Cain – yes, Mary Quinlan – yes, John Johnson – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried. Supervisor Graham will contact Supervisor Vredenburg with the Board's decision.
- E. Budget:** Funds are needed to be moved into First Responders, \$4,000.00 from contingency general checking into First Responders checking account. Motion made to move \$4,000.00 from the 101 cash account to the 206 cash account, by Lois Brennan, Mary Quinlan 2nd. Roll Call: Lois Brennan – yes, Mary Quinlan – yes, John Johnson – yes, James Cain – yes, Michele Graham – yes. Motion carried. Special note, we are waiting for all bills regarding the election to come in and we will need to transfer some money into elections at next months meeting.
- F. Planning Commission:** no meeting due to the election, future meetings will most likely be held in the form of Zoom meetings.

10. Unfinished Business:

A. Fire Department: Per Chief Ron Palmer –

- **Reports:** There were 15 calls this past month 73.33% were medical services. There were 2 structure fires not reported due to coding and will be on the next report.
- Same update for the new brush truck, currently waiting on lighting some of which are on back order. They have a tentative release date of the 13th-16th. The skid unit was installed.
- 2020 Truck supplies have been ordered; this is for service of the trucks.
- Remaining ID equipment shipped today 11/10/2020, a laptop has been ordered.

- Covid19 cases continue to climb in our area, please be careful.
- Covid19 cleaning equipment for apparatus and the station, 1- electric ULV fogging machine @\$169.00, 2-Ozone generators for air cleaning in the apparatus cabs @\$60.00 each. 1- Commercial Ozone Machine for station meeting room @\$105.00, 4- gallons of viricide cleaner for fogging machine @\$ 40.00 each total purchase amount would be \$554.00, motion made to spend up to \$560.00 for listed equipment, by James Cain, Lois Brennan 2nd. Roll Call: James Cain – yes, Lois Brennan – yes, Mary Quinlan – yes, John Johnson – yes, Michele Graham – yes. Motion carried.
- There is a national glove shortage for nitrile Gloves, we are allocated 2 boxes of 100 per month.
- Masks must be worn when in the Fire Station and while driving apparatus by all employees at all times when outside and when 6’ distancing can’t be maintained outside. This is a mandate by MDHHS and MIOSHA.
- There are no injuries to report currently, however, we do have one firefighter in quarantine due to COVID-19 contact tracing. The firefighter could be out as long as one month.
- Rope Rescue training continues.
- Pump Operations, SCBA training, nozzle training.
- Everything is operating smoothly in Rescue, and supplies ordered masks and PPE.
- Currently, it is best to cancel the fire fighters annual Christmas dinner. Perhaps if things have changed by spring something could be done then.
- MDHHS is authorizing for fire stations to do testing for covid19 in house for fire fighters first responders and their immediate family. This is being done for efficiency purpose.
- **SCBA Replacement – Grant:** Received an AFG Grant denial letter with comments that we made the pier review but did not score high enough this round. There are plans to make some updates to the narrative and updating other information and will re submit in December for the next round of AFG Grants in spring of 20201. There is no addition cost for this process. Chief Palmer will continue to gather pricing information on SCBA’s as regardless of the grant process our packs are expiring, and we will need to purchase new.

11.New Business:

- A. Zoom Purchase:** There is a concern from a member of a Planning Commission member regarding in person meetings, and as things progress with covid19 and

because our case count continues to climb, it may become imperative that the Board will also need to do zoom meetings. Supervisor Graham has been doing research as to the products available from zoom. It is a good idea to at least get things set up and ready. Motion made to purchase a zoom package in the amount of \$149.90 a year for up to 100 participants, by Mary Quinlan, James Cain 2nd. Roll Call: Mary Quinlan – yes, James Cain – yes, John Johnson – yes, Lois Brennan – yes, Michele Graham – yes. Motion carried.

12. Brief Public Comment: none heard.

13. Announcements/correspondence: Veterans day we are closed. We received a thank you card from the Johnsons regarding the repaving of 192nd avenue. Also, an anonymous note was left in the drop box from a youngster (the note was written in marker) asking for the possibility of a skate park in our area. Michele will take the note to the planning commission.

14. Adjournment: Motion made to adjourn at 6:46pm, by Mary Quinlan, James Cain 2nd. All aye. Motion carried. Supervisor Graham adjourned the meeting.

Lois Brennan, Clerk
Mecosta Township