

Mecosta Township

Regular meeting

19729 11 Mile Rd. Big Rapids, MI.

October 10, 2018/ un-approved minutes

Prepared by: Lois Brennan, Mecosta Township Clerk

1. 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. James Cain. All present.
4. **Approval of the Agenda** – Added to agenda under New Business is D. Treasurers Envelopes... Motion made by James Cain to accept agenda with addition. John Johnson 2nd. All – aye. Motion carried.
5. **Approval of Minutes** – Motion made by Mary Quinlan to accept all sets of minutes from September. John Johnson 2nd. All – aye. Motion carried.
6. **Treasurers Report** – Treasurers report was accepted as presented and entered into official record.
7. **Approval to Pay Bills & Payroll** - Motion made by John Johnson to pay bills and payroll in the amount of \$27,814.31. James Cain 2nd. Roll call: John Johnson – yes, Lois Brennan – yes, Mary Quinlan – yes, Michele Graham – yes, James Cain – yes. Motion carried.
8. **Brief Public Comment** – none heard
9. **Reports** –
 - A. County Commissioner Report** – per Tom O’Neil, the morgue authority did interview a pathologist that has later decided to not take the position. They are currently still seeking a pathologist. A part time pathologist has been interviewed if this person takes the position they will not be able to start until after the first of the year. Mr. O’Neil also spoke with Bob O’Neil regarding the sign for the Fire Department. He is very busy and can not get to it until after the first of the year. Bob suggested having someone else do the sign, if we need it done sooner.

B. Assessors/Supervisors Report – Assessors report: Michele is still working on Land Tables and is almost completed with them. Michele also attended an Agg. Class in Boyne Mt. this past month, she met several assessors throughout the state of Michigan. Supervisors report: The deed for the Fire Department has been recorded with the county. We also have the signed bill of sale. Michele provided a packet of information regarding the legalization of marihuana. She stressed that we are to read the packet carefully as it will be a topic on next months agenda.

C. Cemetery – nothing new. Meeting is scheduled for October 18, 2018. Meeting has been moved to Mecosta Township Hall at 7:00pm due to training at the fire department.

D. Budget – everything looks as it should.

E. Planning Commission – James Cain spoke regarding the Planning Commission, he went over the process we need to accomplish to accept and receive grants for the projects that the planning commission would like to see started in the coming year. James also created an online survey looking for input from the township residents. The survey can be found both on our web site as well as on our Facebook page.

10. Unfinished Business –

A. Fire Department- Chief Ron Palmer was in attendance to update the Board. He provided a sheet showing the new payroll process for the firefighters and first responders. He also provided, fire reports a basic over view of calls run. New badges have come in. The lights at the fire station have been repaired. Chief has paperwork for a Consumers Energy grant, Medler Electric will fill that paperwork out, this is a grant request for switching lighting over to LED, which will ultimately save money. Engine 1&2 will be scheduled for pump service, which is a yearly expense. Ladder test will be scheduled again and a yearly expense, ladder testing is conducted at the Big Rapids City Fire Department. Fit Testing and annual air pack service is

scheduled for November 28th. Tender 2 pump will be repaired as soon as it can be scheduled. Grass Rig 1 is severely damaged, Chief is going to have it gone through completely to see where we stand with getting it fixed or maybe deciding to retire it. Chief Palmer informed the Board that we will have 5 new pair of turn out gear to purchase coming up. 2 sets are replacement as they are coming up on their expiration dates. 3 sets are for the new firemen/responders we have put on staff. Turn out gear takes 6-9 weeks from order to receipt so we should consider getting them ordered in November. Chief Palmer is asking for a work shop with the fire department staff and all Board members to go through the station and all equipment, so we are all up to date on status of equipment and building. This work shop is looking to be scheduled in the beginning of November. S.O. G's are being updated.

B. Equipment Loan - Per Mary Quinlan, the loan will be ready to sign for on October 23rd. She will also be cashing out two C.D.'s to achieve the purchasing of the Fire Department. The Board agrees to a yearly payment on the loan and would like Mary to research penalties for early payment or early pay off the loan.

C. Recreation Plan - discussed above during the planning commission report.

11. New Business –

A. Property Transfer Affidavit - A new thing with the state tax commission, when you purchase property you have to fill out and file a property tax affidavit within 45 days from the purchase of the property by law. If the affidavit is not filed fines can be imposed by the Township, per day, the system does not allow tracking of this, so it would have to be done by hand. Most townships do not impose these fines. Michele has only had 1 affidavit that was not filed within the proper time frame. Michele will bring samples of this to the next Board meeting in November, so we can then pass a resolution to opt out if we choose to do so.

B. New Board of Review Member – Motion made by John Johnson to accept Howard Bowersox as a new member of the Board of Review. James Cain 2nd. Roll Call: John Johnson – yes, James Cain – yes, Mary Quinlan – yes, Michele Graham – yes, Lois Brennan – yes. Motion carried. Welcome to the Board of Review Howard and thank you for your continued service to our community.

C. Reschedule Township Board Meetings – The Board is looking to reschedule future board meetings as there is a conflict for the fire chief on Wednesday nights. Discussion lead to possibly the second Monday or Tuesday of each month. Michele will touch base with the fire chief on what day would work best. Tuesday is a conflict for a board member.

D. Treasurers Envelopes - Mary explained she needs more envelopes used to mail taxes. The envelopes that the Treasurers office uses are postage paid #10 window envelopes. Motion made by John Johnson to spend up to \$1200.00 to purchase the envelopes she needs. Lois Brennan 2nd. Roll Call: John Johnson – yes, Lois Brennan – yes, Mary Quinlan – yes, James Cain – yes, Michele Graham – yes. Michele makes note that shipping/postage was not factored into the amount approved. John Johnson rescinds prior motion and corrects with motion to allow up to \$2500.00 for the purchase of the envelopes. Lois Brennan 2nd. Roll Call: John Johnson – yes, Lois Brennan – yes, Mary Quinlan – yes, James Cain – yes, Michele Graham – yes.

12. Brief Public Comment – none heard.

13. Announcements/Correspondences – Gladys Lenard our Zoning Administrator is thinking of retirement within the next year to two years possibly. We may want to start looking into a replacement and possibly hiring this person to work part time with Gladys to be trained before Gladys officially leaves her position. Gladys is not opposed to the idea of remaining on as an employee on a part time basis, to insure a smooth transition.

14. Adjournment - Motion by John Johnson to adjourn meeting at 6:54pm. James Cain 2nd. Meeting was adjourned by Michele Graham at 6:54pm.