

Approved Minutes

EVERETT TOWNSHIP

BOARD MEETING

June 18, 2019

1. **Call to Order:** Supervisor Judy Maike called the meeting to order at 1 pm
2. **Roll call:** Board Members Present: Supervisor Maike, Treasurer Fleming, Clerk Chaffee, Trustee Chaffee, and Trustee Long. Board Member Absent: none. Also in attendance – Jeffrey Craigmyle, Transfer Station; Jim Maike, County Commissioner & Planning Commission Chair; Julie Burrell, The Right Place; (Judy Lindberg, Assessor, for a few minutes to answer questions)
3. **Pledge of Allegiance**
4. **Agenda Approval:** Motion by Trustee Long with support by Trustee Chaffee to approve the agenda with the removal of “Numbers on Mailbox” from Old Business and the addition of “Newsletter” as item D under New Business. Ayes all. Motion passed.
5. **Approval of Board Minutes of May 21, 2019** - Motion by Trustee Chaffee with support by Trustee Long to approve minutes as presented. Ayes all. So passed.
6. **Public Comment** (limit to 3 minutes each regarding agenda items): none
7. **Reschedule Public Hearing HWI EFT/SET aps** – Clerk Chaffee apologized for the necessity to reschedule the Public Hearing. With input from Julie Burrell, the Board rescheduled the Public Hearing for noon on July 16, 2019.
8. **Bills & Financials:**
 - A. **Treasurer’s Financial Report:** \$442,779.10 total in the general checking account and \$1,149.57 in the tax account for a total in Bank Accounts of \$443,928.67 as of 5/31/19. The Treasurer balances perfectly with the bank statement balance and the Clerk’s books.
 - B. **Clerk Presents Township Bills:** The Clerk presented bill payments totaling \$21,096.35 (ck #11203 – 11228 & E355 – E363). Trustee Long made the motion to pay the Township’s bills as presented, supported by Supervisor Maike. Ayes all, motion passed.
 - C. **Budget Review:** Reports distributed and reviewed. 25% of the 19/20 fiscal year has passed. Resolution (FY 18/19) 2019-13 was presented by Clerk Chaffee because of the bill for an additional work comp insurance premium payment that had to be paid from prior year funds. The motion was made to pass said resolution by Supervisor Maike with support by Clerk Chaffee. Roll Call Vote: ayes all. Resolution declared passed.
10. **Unfinished Business:**
 - A. **AMAR Assessment Guidelines** – For Everett Township: Guidelines for Granting Poverty/Hardship Exemptions, Property Exemption Approval and Denial Guidelines, and Property Tax Exemption Request documents were reviewed as requested by the Assessor. Supervisor Maike with support by Clerk Chaffee moved to adopt the documents as presented. Ayes all. So moved.
 - B. **Dangerous & Dilapidated Buildings Priorities List** – tabled.
11. **New Business:**
 - A. **Private Street Sign Payment** – Supervisor Maike moved to continue referring any requests for street signs to the Planning Commission for prior approval. The motion was supported by Trustee Long. Ayes all. Motion passed.

- B. Amerigas Contract Renewal** – tabled while information is collected on other propane suppliers, purchasing a tank, and possibly obtaining natural gas lines through DTE or MI Com.
- C. Local Community Stabilization Funds** – Clerk Chaffee explained that when Local Community Stabilization Funds were initially received neither she nor the Treasurer understood that they were to be treated as tax funds. Her contact with the State Treasurer’s Office as well as the Auditor had led her to believe that the monies could be transferred to the General Fund. The Clerk now believes that the decision was a mistake and has asked the Board to approve reversing those transactions and forwarding the funds in question to the two entities effected (Cemetery and Fire Board). The motion to do so was made by Clerk Chaffee with support by Supervisor Maike. Roll call vote. Ayes all. Passed. The Clerk will research, reverse entries made in error, and issue checks to the effected entities.
- D. Newsletter** – Supervisor Maike shared a draft of a newsletter to be added to the tax bills. Clerk Chaffee with support by Treasurer Fleming moved to approve \$233.33 for 2,000 copies of the newsletter (with two changes) to be prepared and added to the summer tax bills. Ayes all. Passed.

10. Officer’s Reports

- a. Zoning Official/Planning Co/ZBA** – Update by Trustee Chaffee & Commissioner Maike. The Zoning Administrator’s May report was reviewed. The Planning Commission is continuing to meet a second time each month to specifically work on updating the Master Plan. The updated version will be much more succinct.
- b. County Commissioner** – Commissioner Maike updated the Board on such topics as rising Health Care costs for the County and cabins being built for the county park at Diamond Lake County Park by the NCRESA class.
- c. Transfer Station** – Attendant Craigmyle reported that business is increasing especially on Wednesdays. He received a good compliment from a customer!
- d. Supervisor** – Supervisor Maike reported that the July BOR will meet on 7/16 at 3:30. There is an audit being completed for our Insurance Risk. She has received one bid for demolition/clean-up of the M-37 property. The Supervisor will run an ad asking for more bids. The envelope containing the one current bid will be placed with the Clerk to be opened at a future Board Meeting along with any others received.
- e. Clerk** – none.
- f. Treasurer** – Treasurer Fleming asked if she would need prior Board approval for the expense of training for herself and Deputy Treasurer Turco. Any training expense that will be covered by funds in her budget need not be pre-approved. She also mentioned that she is still waiting to hear back from “Point and Pay” but has included that it may be available in the newsletter.
- g. Trustees** – Trustee Chaffee informed the Board that Planning Commission member Lucy Mirkle would like to attend the two day training offered by MTA at Shanty Creek. There would not be enough funds left in the Planning Commission’s budget “training” line item for all members to attend after the training they all attended at the Shack in May. Trustee Chaffee will inform Lucy.

11. Public Comment: none

12. Adjournment: at 2:30 pm.

Respectfully submitted by Clerk Pam Chaffee