

Approved Minutes

EVERETT TOWNSHIP
BOARD MEETING
September 21, 2021

1. **Call to Order:** Supervisor Judy Maike called the meeting to order at 1:05 pm
2. **Roll call:** Board Members Present: Supervisor Maike, Treasurer Fleming, Clerk Chaffee, Trustee Chaffee, & Trustee Long. Absent: none Also in attendance: Transfer Station Attendant Jeffrey Craigmyle; Auditor Ian Rees; Republic Services Rep Matt Biolette; COLA rep Jim Breinling, and County Commissioner Jim Maike Jr.
3. **Pledge of Allegiance**
4. **Agenda Approval:** Motion by Trustee Chaffee with support by Trustee Long to approve the agenda with the addition of “E. Raise Fire Extinguishers” to New Business. Ayes all. Motion passed.
5. **Approval of Board Minutes of 8/17/21 & 9/2/21** –Trustee Long with support by Treasurer Fleming moved to approve the minutes as presented. Ayes all. So moved.
6. **Public Comment:** none
7. **Auditor Ian Rees** - Report on FY 20/21 Audit. We are in good shape. The Auditor also commented positively on the interest bearing general fund checking account being suggested.
8. **Bills & Financials:**
 - A. **Treasurer’s Financial Report** - \$498,880.31 total in the general checking account and \$60,265.98 in the tax account for a total in Bank Accounts of \$559,146.29 as of 8/31/21.
 - B. **Clerk Presents Township Bills:** The Clerk presented bill payments totaling \$59,403.60 (cks #11893 – 11915 & E546 – E552). Trustee Long made the motion to pay the Township’s bills as presented and was supported by Treasurer Fleming. Ayes all, motion passed
 - C. **Budget Review:** Reports distributed and reviewed. September is 50% of our fiscal year.
9. **Unfinished Business:**
 - A. **Reseal Parking Lot** – Table.
 - B. **Zoning Administrator Position** – To be discussed in a closed session at the end of the meeting
 - C. **Dumpster Contract** – Matt Biolette from Republic Services spoke about the new contract being offered. Clerk Chaffee moved to contract with Republic Services for the dumpsters at the Transfer Station. The motion was supported by Trustee Long. Roll Call Vote: All Ayes. So moved.
 - D. **Carpet Cleaning** – The Clerk will request an estimate from Robbins and set up a date for the carpet to be cleaned after the next meeting as Robbins needs to be paid at the time of service.
10. **New Business:**
 - A. **COLA Articles of Incorporation update** – Jim Breinling asked that the Board approve a change to the COLA Articles of Incorporation paying Alternate Board members \$50 per meeting if they were filling in for a Standing Member, and \$25 per meeting if they were not filling in for a Standing Member. Supervisor Maike moved to approve the changes as presented. The motion was supported by Trustee Long. Roll Call Vote: ayes all. So moved.
 - B. **Sylvan Lake Zoning Complaint** – Trustee Chaffee has been contacted by a resident of Sylvan Lake with a complaint. He asked that the Board approve him contacting that resident to inform them that their complaint has been addressed by the Zoning Administrator and there will be no further action.

C. Interest Bearing General Checking Account – Clerk Chaffee asked the Board’s approval to move the General Account to an interest bearing account that will also satisfy the Auditor requirements that the funds remain FDIC insured. The Auditor is familiar with the type of account and approved the move. Clerk Chaffee made the motion to approve the move and the motion was supported by Treasurer Fleming. Ayes all, so moved.

D. M-20 & North Spruce Zoning Resolution – Trustee Chaffee explained that the Planning Commission has resolved to change the zoning along the M-20 corridor and from M-20 north on Spruce to the township line to Mixed Use. Trustee Chaffee moved to approve Resolution 2021-19 reflecting that zoning change. The motion was supported by Supervisor Maike. Roll Call Vote: Ayes all. Resolution 2021-19 was declared adopted.

E. Fire Extinguishers’ Location - Trustee Long stated that the fire extinguishers either need to be placed in cabinets or raised as they are dangerous to small children in their current (low) positions. The Clerk will ask West Michigan Fire to take care of the problem when they are here for their yearly inspection in November.

11. Officer’s Reports

a. Zoning Official/Planning Co/ZBA – Update by Planning Commission/ZBA Secretary Chaffee. The Planning Commission continues to work on the Zoning Ordinance and have almost completed the review.

b. County Commissioner – The County has passed a \$71,250,000 budget. There will be a Gypsy Moth forum on October 9. Fiber for Broadband is being laid by Great Lakes in the Township and will be completed by the end of 2021.

c. Transfer Station – Attendant Jeffrey Craigmyle reported that the business is good. Fall Clean-Up is scheduled for October 9th. Jim will be there with his backhoe. Workers will be decided prior to the date.

d. Supervisor – Supervisor Maike said that she has received a complaint about Pine Avenue and contacted the Big Prairie Township Supervisor, Dave Wright, about the possibility of paving Pine. Supervisor Wright declined as their priority is to pave those roads that lead to parks in Big Prairie Township at this time.

e. Clerk – none

f. Treasurer – Treasurer Fleming will be going to court along with an attorney from Bloom Sluggett on October 5th to have the old personal property tax stricken from the tax roll.

g. Trustees – Trustee Long said that the Fire Department will be moving their radios to 800 MHz on October 4. .

12. Public Comment: none

13. Closed Session to talk about Zoning Administrator Position - Trustee Long with support by Trustee Chaffee moved to go into a closed session at 3:20 p.m.. Ayes all so moved. Clerk Chaffee with support by Trustee Chaffee move to go back to the open session at 3:50 p.m.. Ayes All, so moved.

14. Zoning Administrator Position – Trustee Chaffee with support by Clerk Chaffee moved to extend an offer to Pat Hedlund to fill the upcoming position of Zoning Administrator at the rate currently being paid, and with hours to be 6 to 12 hours per week including enforcement duties. Everett Township will approve training available as a Citizen Planner. Mr. Pat Hedlund accepted the offer and will start in October.

15. Adjournment: Meeting declared adjourned at 3:55 pm.

Respectfully submitted by Clerk Pam Chaffee