

APPROVED MINUTES
PUBLIC HEARING, PROPOSED 2020-2021 BUDGET
AND
PINE TOWNSHIP REGULAR BOARD MEETING
MONDAY, JUNE 22, 2020 AT 7:00 P.M.

CALL TO ORDER

The meeting was called to order at 7:00 P.M. by Hansen, followed by the Pledge of Allegiance and prayer.

PRESENT: Edwin Hansen, Supervisor; Marla Sprague, Clerk; Lynwood Cannon, Trustee; William H. Burr, Trustee

ABSENT: Rachel Pitcher, Treasurer

STAFF PRESENT: Linda Hansen, Deputy Supervisor; Barbara Kaaikala, Deputy Clerk; Steve Buchholz, Zoning Administrator

BUDGET HEARING: Hansen reported that the proposed 2020-2021 budget is as follows:

Revenue \$338,460.00

Expenditures \$338,300.00

Millage Rates – Operating Fund 0.7857

Fire Levy 0.9989

Pine Township Board Meetings - 2nd Monday of each month at 7:00 P.M.

Mileage Rate - \$0.50 per mile

Hourly Wages - \$10.00 per hour, or per Board approval

Zoning Administrator - \$400.00 per month, plus \$15.00 per Zoning Permit and \$20.00 per Land Division Application

Board Salaries:

Supervisor \$11,500.00

Clerk \$11,500.00

Treasurer \$11,500.00

Trustee \$125.00 per meetings

Assessor - \$12.25 per parcel (1,576 parcels = \$19,305.96 per year), plus \$15.00 per land division.

Planning Commission Dates – 07/13/2020 at 5:00 P.M.

01/11/2021 at 5:00 P.M.

10/12/2020 at 5:00 P.M.

04/12/2021 at 5:00 P.M.

The Clerk and Treasurer are authorized to pay only utilities and bills that are due before the monthly Board meetings. The Cemetery Sexton is to be paid when money is received for burials.

Township Depository – Community First Federal Credit Union of Lakeview is the depository for 2020-2021.

Cannon moved, supported by Burr, to adopt the budget as presented.

Roll call vote: Cannon – Yes; Hansen– Yes; Burr – Yes; Sprague – Yes. Motion carried.

The Regular Board Meeting commenced at 7:01 P.M.

APPROVAL OF AGENDA

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Hansen noted that the dollar amount in item #17 needs to be corrected to read \$12,960.60 and asked Sprague to hold check 1818 to Republic Services until he talks to Republic Services. There are a couple of charges on the check that are incorrect.

PUBLIC VOICE

None.

APPROVAL OF MINUTES

Cannon moved, supported by Sprague, to approve the May 11, 2020 Minutes. Motion carried

TREASURER/FINANCIAL REPORTS (on file)

Sprague received an email with a document, but no treasurer report. Hansen located several errors.

Sprague moved, supported by Cannon, to not accept the Treasurer's Report for this month. Motion carried.

ZONING ADMINISTRATOR REPORT (on file)

Buchholz's report is on file. There were 14 zoning permits during the past three month and 3 land division applications.

Buchholz has talked to the new owner of the sawmill on Kendaville Rd. @ Satterlee and informed him of the need of a special land use permit application through the township planning commission.

A new trucking business in the township will also need to file for a special land use permit.

A request for weekly rental of a cottage on Rainbow Lake will be referred to the planning commission to consider an ordinance, but not prevent the owner from renting the cottage now.

ROAD REPORT

Cannon reported that roads are dry and brining will begin next week.

Sprague moved, supported by Cannon, to pay the Road Commission of Montcalm County \$28,814.00 for the paving of Satterlee Road from the 2019-2020 budget.

Roll call: Burr – Yes; Hansen – Yes; Sprague – Yes; Cannon – Yes. Motion carried.

FIRE REPORT

Burr reported that firefighter UTV training was conducted, with 42 firemen attending.

CEMETERY REPORT

None. Sprague reported that there were four burials this month.

OLD BUSINESS

NEW BUSINESS

SUPERVISOR REPORT

Hansen reported that there is a new pump at West Pine Cemetery, as the old pump could not be repaired.

The Hunter Lake Administrative Fee of \$1,000.00 that was approved to be added to the Budget in May is not yet on the Budget. Sprague will make the addition.

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Hansen questioned why there have been no income additions to the budget. Sprague reported writing emails to Pitcher informing her of checks at the Township Hall waiting to be deposited and checks that were prepared and ready to mail out to pay bills. Hansen noted there have been no delinquent taxes on the budget. Cannon asked whether Pitcher comes to the Township office. Sprague has not seen her there.

LAKEVIEW COMMUNITY SCHOOLS SUMMER TAX COLLECTION AGREEMENT
Sprague moved to sign the agreement, supported by Burr. Motion carried.

COVID-19 PROTECTION BARRIERS – AUGUST 2020 PRIMARY ELECTION
Sprague reported that the federal Centers for Disease Control requires each Township to provide COVID-19 barriers for voters and election workers during the August and November 2020 elections. Sprague will be attending a county Clerk meeting tomorrow night and will inquire as to what other townships will be doing. Randy Robson volunteered to make wood frames if plexiglass will be used. Hansen moved, supported by Cannon that the Township take whatever steps are required to be CDC compliant. Motion carried.

MTA NEW OFFICIALS TRAINING
Sprague reported that training for all officials of the Township anytime between July 1, 2020 –June 30, 2021 can be purchased at the reduced packaged cost of \$750.00 and recommended that the Board invest in this training since three Board members are not running for re-election so there will be at least three new Board members in 2021. The courses will be self-paced, online courses, so there will be no mileage or meal cost. Cannon moved, supported by Burr, to approve the purchase. Roll call vote: Sprague – Yes; Burr - Yes; Hansen – Yes; Cannon – Yes. Motion carried.

WEST PINE CEMETERY FLAG, ROPE, AND FASTENERS
Hansen reported that the flag, rope, fasteners, and also flowers were stolen from West Pine Cemetery.

Burr moved, supported by Sprague, to have Richard Shindorf replace the flag, rope, and fasteners in West Pine Cemetery, as well as the basketball hoop in the Township Hall parking lot. Motion carried.

ELECTION COMMITTEE ELECTION PRETEST AND PRELIMINARY TEST
The election committee will convene soon for election pretest and preliminary tests. Sprague is searching for election workers.

PAPER AND ENVELOPE PURCHASES FOR TREASURER
Purchase of paper and envelopes for the Treasurer had been approved by Hansen and Sprague. Sprague has received no bill or invoice for any purchases by Pitcher.

MONTHLY BILLS
Cannon moved, supported by Sprague, to pay checks 1812 – 1845 (check 1822 being void) for monthly bills in the amount of twelve thousand, nine hundred sixty and 60/100 dollars (\$12,960.60). Motion carried.

Sprague moved, supported by Cannon to pay Hunter Lake check 524 in the amount of \$2,730.00. Motion carried.

Sprague signed the checks, but checks could not be dispursed due to neither the treasurer nor deputy treasurer present at the meeting to provide the required second signature.

Sprague requested 300 55-cent stamps and 200 70-cent stamps for mailing of election ballot applications and ballots. Cannon moved, supported by Burr, to approve the purchase. Motion carried.

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Spragued noted that the Township has received the audit engagement letter, which will be placed on the July, 2020 agenda.

ADJOURNMENT

Cannon moved, supported by Sprague, to adjourn the meeting at 7:49 P.M. Motion carried.

Respectfully submitted.

Marla Sprague

Marla Sprague, Clerk