

Essex Township

Clinton County, Michigan

Carla Wardin, Supervisor
Angela Bunn, Clerk
Kathleen George, Treasurer
Rex Ferguson, Trustee
James Gavenda, Trustee

2/17/2016 REGULAR MEETING

Township Supervisor Carla Wardin called the meeting to order at 7:00 pm in the Maple Rapids Community Center. She began the meeting with the Pledge of Allegiance.

ROLL CALL

Present: Supervisor Carla Wardin, Trustee James Gavenda, Trustee Rex Ferguson, Treasurer Kathleen George and Clerk Angi Bunn

VISITORS

Township Assessor Beth Botke, County Commissioner Kam Washburn, Deputy Clerk Lori Conner, Jim and Dottie Bancroft, Jim Miller

VISITOR CONCERNS AND STATEMENTS

Township Assessor
Beth Botke

Township assessments will be mailed by Friday, February 19. She also presented the Board with 2016 Board of Review notices. The Board of Review will convene for the purpose of hearing 2016 assessment appeals on Wednesday, March 16 from 9 am – 3 pm; and Thursday, March 17 from 3 – 9 pm. Both meetings will be held at the Maple Rapids Community Center at 209 Union St., Maple Rapids MI 48853. All meetings are open to the public. Appointments may be schedules by calling (517) 204-3752. Letters of Appeal will be accepted by the Board of Review until 9:00 pm March 17.

Botke filed the 2016 Assessment Change Notices and March BOR Report, prepared by the Clinton County Equalization Department. Changes:

	ESSEX TWP	COUNTY-WIDE
Agricultural	15.31%	11.09%
Commercial	3.95%	2.73%
Industrial	14.31%	7.74%
Residential	12.69%	4.67%
TOTAL CHANGE	6.17%	5.94%

County Commissioner
Kam Washburn

Washburn reported the County Commissioners held their organizational meeting immediately after the first of the year. Bob Showers was elected Chair and Dave Pohl Vice-Chair of the

Commissioners. Bruce Delong was elected Law and Courts Chair, Adam Stacey Finance Chair, and Washburn remains the personnel committee Chair.

The Commissioners approved the Capital Area Transit Authority (CATA) budget. The CATA millage is up for renewal this fall, and will be on either the August or November election ballot. The 911 surcharge millage will also be on a ballot in either August or November.

Washburn explained the County was able to pay off the bond on the Courthouse about one year early, saving the County a substantial amount. The County intends to call the bond on the Medical Department building as soon as they are able, May 1, 2016. When that bond is called, the County will not have any long-term bonds. Washburn reports the County is in excellent financial condition.

Jim Bancroft

Jim Bancroft presented the Township with a contract proposal for Township Cemetery lawn care and maintenance.

Jim Miller

Jim Miller of Les Miller and Sons, Inc. presented the Board with a proposed contract for grave digging for the Township Cemeteries.

APPROVAL OF
12/18/2015 MEETING
MINUTES

The reading of the 12/18/2015 regular meeting minutes was waived. Two corrections were made to the draft minutes. Ferguson moved to approve the meeting minutes as amended. Supported by Gavenda. Motion passed and carried (MPC).

AGENDA REVIEW

The agenda was reviewed. Banking changes were added to Treasurer's Report.

TRUSTEE'S REPORT

Gavenda reported the Clinton County Ambulance Authority has passed a new Bad Debt Policy, and they will need the Township's approved budget by March 17, 2016.

TREASURER'S REPORT

The Treasurer reported the general fund balance is \$142,115.84. She reviewed income and expenditures since the last meeting. Nearly 80% of Township taxes have been collected. George also reported she has received notice from Mercantile Bank that they will no longer be paying interest on Township accounts. She will investigate other banking options for Township accounts. Bunn moved to accept the Treasurer's report as presented, supported by Ferguson. MPC.

CLERK'S REPORT	Bunn reviewed the general ledger for the fiscal year and reviewed checks #5576-5592. She also reviewed the fiscal year-to-date budget vs. actual financial report.
Salary Resolutions	<p>Bunn presented the Board with Board Salary Resolutions. After discussion the Board decided a Cost of Living raise in salaries would be less than a 1% increase, and chose to forego salary increases for the 2016 fiscal year. However, the Board will need to reassess for the 2017 fiscal year, as the Board has been dedicated to maintaining the current level of salaries, as compared to other Townships of similar size.</p> <p>George motioned to accept the Clerk's report as presented, supported by Ferguson. MPC.</p>
Appointment of Election Inspectors	<p>Bunn motioned to appoint the following Election Inspectors for the March 8, 2016 Presidential Primary Election:</p> <p>Pam Snyder, Chair Mary Ellen Pung Sharon Pung Mary Jo Straub</p>
Public Accuracy Test	George supported. MPC. The Public Accuracy Test of the voting equipment will be held March 1 at 4:00 pm at the Maple Rapids Village Offices.
Deputy Clerk	Bunn introduced the newly appointed Deputy Clerk Lori Conner to the Board.
SUPERVISOR'S REPORT CCRC Meeting	The Township's annual meeting with the Clinton County Road Commission will be April 7 at 8:00 am. The meeting will be to discuss road projects within the Township.
CCTA meeting	Essex Township will be hosting the Clinton County Township Association meeting April 12, 2016 at 7:00 pm in the Maple Rapids Community Center.
Township website	Wardin has spoken with Dallas and Bengal Townships regarding who maintains their respective websites/costs involved/etc. Wardin will speak with the Dallas Township website administrator to discuss set-up costs and contracts before the March Township meeting.
Forest Hill Energy Special Use Permit	Wardin was notified that Forest Hill Energy did not renew their Special Use Permit with the County. She has not heard anything further from Township attorneys regarding the lawsuit.

Comprehensive Community Development Plant	Wardin has been in contact with Community Planner Pete Preston regarding the Land Use map the Township had reviewed and submitted comment. The Land Use map included in the Comprehensive Community Plan did not include the Township's comments, and Wardin was assured by Preston that her comments and concerns are on record, and would be addressed when the plan is presented to the Planning Commission. The Public Hearing regarding the plan will be in April.
Maniez project	Wardin has been in contact with Al Hoard regarding the Maniez situation, and while there has not been any activity, Hoard is assured the dirt piles will be hauled out this spring.
NEW BUSINESS METRO Program contribution	George motioned to contribute \$200 to the Clinton County Sheriff Department METRO program, which addresses drugs, substance abuse, and bullying for local youth. Motion supported by Ferguson. MPC.
Meals-On-Wheels contribution	Gavenda motioned the Township contribute \$413 to Tri-County Meals-On-Wheels, supported by Ferguson. MPC.
Cemetery Lawn Care Contract Approval	Bunn motioned to accept Jim Bancroft's Cemetery Lawn Care proposal, which includes mowing, trimming, and other minor lawn and maintenance repair for the Sowle, Beech and Lowe Cemeteries. The two-year contract is \$8,500.00, half payable in the spring, and half in the fall. Bancroft will also do cremation burials for \$150 on weekdays, and \$200 on weekends. He will pour footings for headstones for 40-cents per square inch. Motion supported by George. MPC.
Cemetery Grave Digging Contract Approval	Bunn motioned to accept the two-year contract with Les Miller & Sons Aggregates Inc. for digging graves in Township Cemeteries. \$450 for standard interment (weekdays); \$500 on Saturdays and \$550 on Sundays, with an additional \$50 added for all burials November 1 – April 1. Motion supported by George. MPC.
2016-2017 Meetings	Wardin is planning to hold meetings the same time and dates for the next fiscal year. She wanted the Board to check schedules before the meeting dates are approved during the Annual Meeting in March.
ADJOURNMENT	There being no further business before the Board, George motioned to adjourn the meeting at 8:30 pm, supported by Gavenda. MPC. The next regular meeting and the Annual Budget Meeting of the Essex Township Board will be held March 16, 2016 at 7:00 pm in the Maple Rapids Community Center.

Respectfully submitted,
Angela Bunn
Essex Township Clerk