

Approved Minutes

EVERETT TOWNSHIP
BOARD MEETING
March 21, 2017

1. **Call to Order.** Supervisor Judy Maike called the meeting to order at 1 pm
2. **Roll call:** Judy Maike, Supervisor; Brandy Fleming, Treasurer; Curt Chaffee, Trustee; Richard Long, Trustee; Pamela Chaffee, Clerk.
3. **Pledge of Allegiance**
4. **Agenda Approval:** Trustee Curt Chaffee made the motion to approve the agenda with the following addition: Add MTA online training to New Business. Motion was supported by Trustee Richard Long. Ayes all. Passed
5. **Approval of Board Minutes of February 17, March 9, and March 13, 2017:** Supervisor Judy Maike made the motion to approve all three of the presented minutes for approval. Supported by Trustee Curt Chaffee. Ayes all. Motion passed.
6. **Public Comment:** None present.
7. **Bills and Financials:**
 - A. Treasurer's Financial Report: Treasurer Brandy Fleming passed out the current report of funds available as is balanced to the Bank Statement. General Funds including Road Funds is \$402,669.18 including Road Funds. The total in the Tax Account is \$435,012.19.
 - B. Clerk Presents Township Bills: Clerk Pamela Chaffee presented the Board with check registers supporting the payments of \$140,401.29 for bills and \$5620.32 for payroll making the total presented for approval of \$146,021.61. The Clerk also stated that she will be paying bills/payroll once more before our last meeting of the month (March 28) and will also pay the combined payroll taxes at that time. The Clerk has chosen to take this action as it is the end of the fiscal year. Clerk Pamela Chaffee made a motion to approve the bills as presented, supported by Richard Long, ayes all. Motion carried.
 - C. Budget Review: Clerk Pamela Chaffee passed out copies of the current Budget and explained the changes that she felt should be made prior to year end. The Board agreed that they would like to see the numbers in the Budget Report format by line. The Board also spoke briefly about the extra \$30,000 that they are going to pay against the loan for the Fire Barn, the majority of which will come from prior year fund balance. The Clerk will prepare that report to have ready for Board review by the next meeting on March 28th. The Board then had a short discussion about the proposed 2017/18 Budget. It was decided to increase the line item for attorney expenses to \$10,000 and to include \$300 for a cutting garden to be planted at the Township Hall.
8. **Unfinished Business:**
 - A. **Assessor Frain & Associate pay increase:** Matt Frain accepted the Township's counter offer of \$10.50 per parcel. Supervisor Maike made the motion to accept the Frain & Associates contract at the rate of \$10.50 per parcel, which was supported by Clerk Chaffee. The motion was taken to a roll call vote. Ayes all. Motion passed.
 - B. **Road Commission Project(s):** The Road Commission has given the Board an estimate for improving 8th Street from Catalpa to Larch. The topic was tabled until we can collect more information. Supervisor Judy Maike will contact the Road Commission for information about seal & chip or blacktop overlay as well as what the expected life of the upgrade would be. She will also

ask about guardrails in the swamp area and if we could expect a smaller bill if we voted to complete this project as the same time they are completing the project a few miles down 8th Street.

C. Family Park: Ralph Zimmerman has asked the Board to approve \$300 for a cutting garden which he will maintain at the Everett Township Hall (as the first step in a proposed Family Park). Supervisor Maike made the motion to include the \$300 as a line item in the proposed 2017/18 Budget, which was supported by Trustee Chaffee. Ayes all. Motion carried.

D. Recognition Letter for Don Clary: Supervisor Maike has prepared a letter of appreciation for the Board to send to past Trustee Don Clary. The letter was approved and signed by each Board member. Supervisor Maike will mail it to Don Clary.

E. The Treasurer's new computer has been installed. Treasurer Brandy Fleming has almost completed the installation of the new computer for her office. She has only to connect it to the Township network left.

9. New Business:

A. Clerk's Payroll Mistake: Clerk Pamela Chaffee informed the Board that she had mistakenly paid anyone who turned in a Per Diem slip since she took over the position in November an incorrect amount of \$110 for any meeting over 4.5 hours. She discovered the mistake before completing the March payroll. The correct amount per Resolution 2016-14 is \$100. After a short discussion, Supervisor Maike moved that the Board would not require that the overpayments be recouped and the Board will authorize \$110 per meeting for those months of December through February per the Clerk's error as the time and effort to recoup the small amounts would exceed the benefit of return to the Township. The motion was supported by Trustee Long and passed unanimously. Clerk Pamela Chaffee apologized and thanked the Board for their support.

B. MTA Online Training Sale: Trustee Curt Chaffee brought to the Board's attention that MTA is running a sale on many of their online training modules through the end of March. After a short discussion, including input by Commissioner Jim Maike, it was decided that we should all review what is available and bring our requests for those that we would like to purchase to the March 28th meeting as this would be a frugal way to get the training that we need with the funds left in the current budget

10. Officer's Reports

a. Zoning Official/Planning Co/ZBA: Clerk Pamela Chaffee reported that the Planning Commission is currently working on an ordinance to address Dangerous and Dilapidated Buildings and Recreation Vehicles. She anticipates the new ordinance will be available for the Board's review by the April regular Board meeting

b. County Commissioner: Commissioner Jim Maike Jr reported that we will have to update our Parks and Rec Plan if we wish to be eligible for grants. There are meetings held for the Joint Parks and Recreation Committee on the first Tuesday of each month. As we may be interested in a Everett Township Family Park, this would align with that project. We will update our plan. Supervisor Judy Maike made the motion to appoint Trustee Curt Chaffee to work as our representative to the Joint Parks and Recreation Committee. The motion was supported by Trustee Richard Long. Ayes all. Passed. Commissioner Maike also talked about two towers in Newaygo County: The 360 foot tower at the Sport's Park will be taken down to 200 foot so that the remaining part will be useful yet low enough to avoid FAA regulations. The tower at the center of the Newaygo County Jail will be coming down, but getting it removed will be complicated and expensive because of the location.

c. Transfer Station: Jeffrey Craigmyle reported that he expects more people to use the Transfer Station as the weather improves. He has accumulated some items that have been dropped off which

he believes may be useful to another person. The Board discussed with him how those items may be offered to others. The Transfer Station will begin Wednesday operations on April 5th this year and the Spring Clean-Up Day will be held on May 2nd. The Board also commended Jeffrey Craigmyle on a job well done.

d. Supervisor: Supervisor Judy Maike discussed information about the Fire Board and the Wilcox Township attorney's recommendation as they relate to Fire Board Members/Employees and the Fire Board investment policy. The Board will review the information supplied by the Supervisor. Supervisor Maike reminded us that the Cemetery Board will meet on March 23rd at 7pm at the Big Prairie Township Hall.

e. Clerk: Clerk Pamela Chaffee included Cash Reconciliation Reports in each member's packet. She explained to the Board that she had been able to reconcile our current cash to the Treasurer's report which reconciles to the bank statement. Clerk Chaffee advised the Board that it was important that they look for/at this report monthly. The Clerk shared that she would be creating a Cash Position Report so that they could easily follow the Township's revenues/expenditures/bank balance on a monthly basis. The Board will look for audit firms in the MTA magazine and other places as we will be making a decision about which one would be best to contract with for the current year end.

f. Treasurer: none

g. Trustees: none

11. **Public Comment:** None present.

12. **Adjournment:** The meeting was adjourned at 3:10.

Respectfully submitted by Clerk Pamela Chaffee on 3/21/2017