

## **Minutes of the December 3, 2019 meeting of the Sherman Township Board**

The regular scheduled monthly meeting for December 2, 2019 had to be postponed a day due to power outage at the hall. The meeting of the Sherman Township Board was held on Tuesday December 3, 2019 at 7:00pm, in the meeting room of the township hall. Meeting was called to order by Supervisor-Miller at 7:00pm. After the pledge of allegiance, roll call was taken and members present were; Karen Berens, Doug Berens, Ken Smalligan, Roman Miller and Jamie Kukal.

Motion was made by K Berens and 2<sup>nd</sup> by K Smalligan to approve the agenda with the changes of removing B2 and E2a from the agenda. All approved, motion passed.

Motion was made by K Smalligan and 2<sup>nd</sup> by K Berens to approve the minutes for the November meeting with the corrections of a few typos. All approved, motion passed.

There was no public comment at this time.

Treasure-Berens presented her report for the bills. Berens pointed out that the insurance covered the cost of the water cleanup after the water heater malfunction, but we had a deductible of \$1,000. That left the insurance reimbursing us the \$378.86. K Berens pointed out that we still owed over \$40,000 on our bill to the road commission for last summer's repairs. She requested a transfer of \$10,000 from general fund to the road fund to pay on the bill balance. J Kukal expressed concerns with the amount due to a balance of \$23,436.76 being in the general fund and an average of \$12,000 is spent monthly on general board expenses. A large transfer would leave the general fund with minimal operating capital for the month, especially after last month's emergency expenses of about \$2,400 for the water heater and damage. Kukal recommended only transferring \$5,000 to the existing balance of \$7,149 for the road fund and cutting a \$10,000 check towards the balance of the bill. Berens said \$3,000 would work. Next, she suggested a one-time bonus for Leanne Klemundt of \$100 for going above and beyond her regular cleaning duties and washing all the walls in the meeting room. Treasurer Berens' final request was for there to be documentation of a returned checks fee of \$25, due to the county making it mandatory on the current tax bills.

Motion was made by K Smalligan and 2<sup>nd</sup> by D Berens to accept the report, transfer \$3,000 from general fund to road fund, pay the bills, pay Leanne Klemundt a total of \$100 for last month's cleaning service and set a return check fee of \$25. Roll call vote was taken, Yes; K Berens, D Berens, K Smalligan, R Miller and J Kukal. Motion passed.

Clerk-Kukal presented her report, highlighting the fact that with the changes for elections some new supplies will be required at an approximate cost of \$150.00. Kukal is planning to meet with Murry Stocking within the week and look at the supply situation and have a better idea of the exact needs next month. The Election Source service and support payment plan and Newaygo County Hazard Management Plan were both presented and tabled to next month with further investigation. Due to some confusion Karl DeVisser's paycheck was not prepared prior to the meeting, Kukal asked for board approval to have it prepared the following day. Motion was made by K Berens and 2<sup>nd</sup> by D Berens to issue DeVisser's check. Roll Call was taken, Yes; K Berens, D Berens, K Smalligan, R Miller, J Kukal All approved, motion passed.

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Clerk-Kukal presented a request from Assessor Wallace concerning a few resolutions that had to be searched for during the latest AMAR audit; Federal poverty Guidelines, Property transfer Affidavit (Resolution No.2018-18), Alternate Date for Board of Review (Resolution No. 2014-01). Wallace was inquiring if the resolutions needed to be confirmed each year. After discussion it was decided that the Federal Poverty Guidelines was the only one that needed to be voted on yearly. A motion was made by K Smalligan and 2<sup>nd</sup> by K Berens to adopt the Federal Poverty Guidelines for the coming year. All approved, motion passed.

Kukal presented the Memorandum for the agreement between the County Townships and the Newaygo County Board of Commissioners for Equalization Services and after discussion it was agreed that no action was needed by our township at this time. The new agreement will be voted on by the County Board on December 4,2019. Kukal also shared the invitation from the Newaygo County Officer's Association for the Christmas Dinner on December 4,2019.

Kukal asked the board for approval to purchase a set of signs for the cemetery, regarding clean up after pets. The cost of the set would be \$11.99. A motion was made by K Smalligan and 2<sup>nd</sup> by D Berens to purchase the signs for the total of \$11.99. Roll Call vote was taken, Yes; K Berens, D Berens, K Smalligan, R Miller, J Kukal All approved, motion passed.

Clerk-Kukal presented the new Credit Card Use Policy for board approval. Motion was made by K Smalligan and 2<sup>nd</sup> by J Kukal to approve the new Credit Card Use Policy with the change of "an officer of the township" to Clerk and Treasurer as authorized users and management for the township's credit card. Motion passed 4 to 1.

Adds were placed in November for open planning commission positions and open zoning board of appeals positions. There were three applicants for the three open positions on the planning commission. Donald Clark, Marv Deur and Mark Kukal were all seeking to renew their current positions for three more years. Supervisor-Miller recommended Clark, Deur and Kukal for reappointment. Motion was made by K Berens and 2<sup>nd</sup> by K Smalligan to renew the appointment of Donald Clark, Marv Deur and Mark Kukal to three-year terms on the planning commission. All approved, motion passed.

Two applicants of Stan Stroven and Mark Kukal were interested in the open ZBA positions. Due to the fact that one position is reserved for the planning commission representative, only one position, to fill Koffi Kpachavi's remaining term, needed to be filled by the board. The other opening will be appointed by the planning commission at the December 11, 2019 and Mark Kukal was interested in continuing to be that representative. Miller recommended Stan Stroven for appointment to the remaining open ZBA position. Motion was made by K Berens and 2<sup>nd</sup> by D Berens to appoint Stan Stroven for remainder of the term for Koffi Kpachavi for the ZBA position. All approved, motion passed.

White Cloud/Sherman Utilities Authority requested a 40-foot easement for the property on 24<sup>th</sup> ST for ingress and egress for access and work in the Easement Area for sewer system improvements in exchange for one dollar (\$1.00). Motion was made by K Berens and 2<sup>nd</sup> by D Berens to accept the agreement of an easement with the White Cloud/Sherman Utilities Authority. All approved, motion passed.

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Supervisor-Miller reported that Service Master was in the hall drying things out for a week after the hot water heater failed. A new hot water heater was purchased to replace the old one. Miller also presented a notice of public hearing from the State of Michigan before the Michigan Public Service Commission for the electric customers of consumers energy company. Anyone interested in attending may view the letter after the meeting.

Neither trustee had anything to report this month.

K Berens reported on the Fremont Fire runs of \$0 collected and \$1,011.60 billed.

D Berens reported from the planning commission that they had a short meeting last month and plan to address summer camping sites this month.

Inspector-Smalligan reported that he did 6 inspections, issued 4 permits for last month and he is now writing permits for roof top solar panels.

Zoning administrator- Kukal confirmed the same 4 permits and informed the board of an issue with an easement that may require professional advice from our lawyer. Kukal had nothing to report for the 2020junk drive, however Miller reported that he had contact with the disposal company and confirmed that after a turnover billing had been delayed. A bill should be coming shortly and will provide an idea for budgeting in the future.

Karen Koprolices reported for the White Cloud Sherman Utilities that a meeting was held yesterday, and dates were set for 2020 meetings. She informed the board of the progress with gaining all the easements, needed for improvements, was still pending due to at least one landowner refusal. Koprolices also noted that after reviewing it was decided to reduce the initial adopted rate increase and quarterly bills will be \$103.

Assessor-Wallace pointed out that the Board of Review will meet Tuesday December 10, 2020.

Sexton-DeVisser had nothing to report for the cemetery.

C Kukal reported that there is no update on the survey yet. There are no new stakes or written correspondents, so Kukal will try to make contact.

For Fire District Boards, Stan Stroven reported on White Cloud providing the board with a copy of their audit for 2018.

There was no unfinished or new business. Also, no public or township board member comment.

Meeting adjourned at 8:21pm.

Submitted by: Jamie Kukal-clerk

Visitors present:      Chad Kukal      Gary Smalligan      Stan Stroven      Karen Koprolices  
                                 Karl DeVisser      Cindy Wallace      John Borgman  
                                 Marv Deur      Mark Kukal      Matt & Jen Millis