

Minutes of the February 3, 2020 meeting of the Sherman Township Board

The regular scheduled meeting of the Sherman Township Board was held on Monday February 3, 2020 at 7:00pm, in the meeting room of the township hall. Meeting was called to order by Supervisor-Miller at 6:59pm. After the pledge of allegiance, roll call was taken and members present were Karen Berens, Doug Berens, Jamie Kukal, Ken Smalligan, and Roman Miller.

Motion was made by K Berens and 2nd by K Smalligan to accept the agenda as presented. All approved, motion passed.

Motion was made by K Smalligan and 2nd by D Berens to accept the minutes from the January 6, 2020 meeting as presented. All approved, motion passed.

There was no public comment at this time.

Treasurer-Berens presented the treasurer's report of outgoing checks for bill payment, totaling \$19,146.12. Berens reported that Leanne Klemundt shampooed the meeting room carpeting this last month and had an added cost of \$21 for cleaning supplies. Berens requested that we pay Leanne a flat \$100 for this month's payment, which would cover the supply costs and give her an extra \$34 bonus for her extra work. K Smalligan asked if anyone had asked Leanne to do this or if she just took it upon herself to do it. Berens replied that she was not asked but it was usually done around this time yearly. J Kukal said she was worried about making it a common practice to do a little extra work and receive a bonus in pay and requested that Leanne was informed that the extras should be only yearly and preapproved if possible. Berens agreed with the request and reported that \$19,863.39 is still owed for the road work from last year. Kukal reported that with the current balance of \$21,116.25, in the general account, there would be a negative balance after this meeting, with the combination of outgoing payroll totaling \$5,440.00 and bills totaling \$19,146.12. There for there was no money left for the road payment at this time. Berens confirmed that there was not much income at this time and asked what the Township would do if we started the next fiscal year with a remaining balance. Miller replied that we would roll it over into next year's budget and scale back improvement for the year. Motion was made by K Smalligan and 2nd by D Berens to accept the treasurer's report, pay the bills and pay Leanne Klemundt a total of \$100 for this month's payment. Roll call vote was taken, Yes; K Berens, D Berens, K Smalligan, R Miller and J Kukal. Motion passed.

Clerk-Kukal had previously presented her clerk's report to the board for review and asked if anyone had any questions pertaining to it. There were no questions, only a comment from K Berens that she was still getting a run around from the main office of Huntington Bank about a credit card and Gerber would only do a debit card off of an account. J Kukal added to her initial report that she was still running into some issues with the way the previous clerk had setup and used the QuickBooks system and was also facing adjusting the chart of accounts to meet federal requirements. Kukal pointed out that she had used an older version of QuickBooks and was not as fluent in the knowledge needed to use the current system to its full potential. The last time the auditor was required to adjust the accounts it cost \$300 for 3 hours of work and the auditor never showed Kukal how to make the adjustments herself. Kukal presented the board with two educational options the get her fluent enough to make the required adjustments herself in the future and maxims the productivity of the system. One option was a two day course for the cost of \$579.95 and the other was an On-line self-paced training system for \$297. Kukal requested the on-line option to work at her own pace and have access to the training as she needed it. D Berens asked if or when our QuickBooks system would need updating and Kukal responded that she did not know but would look into it. Motion was made by K Smalligan and 2nd by K Berens to approve the purchase of the on-line QuickBooks training system, for the clerk's education, totaling a one-time payment of \$297. Roll Call vote was taken, Yes; K Berens, D Berens, K Smalligan, R Miller and J Kukal. Motion passed.

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Clerk-Kukal pointed out that it was time to appoint precinct inspectors for the March 10, 2020 election. She provided a list of certified candidates and requested that all 8 be appointed due to the implementation of all the new rules. Kukal said that she would like to have half day shifts this time, so that everyone had a chance to work with the new system and feel more comfortable and prepared for the bigger elections coming this year. Motion was made by K Smalligan and 2nd by D Berens to appoint Edward Taube, Colleen Buckley, Karen Berens, Colleen Hines, Corrine Burt, Irene Kandelac, Donna Kukal and Stanley Stroven to be precinct inspectors for the March 10, 2020 Presidential Primary election. All approved, motion passed. Kukal also asked Supervisor-Miller and Treasurer-Berens when the best time to schedule the public Accuracy Test would be for them. It was decided to hold it on February 24, 2020 at 6pm in the meeting room of the township hall.

Kukal presented the proposed budget for the White Cloud Fire department. Total revenues are \$215,735.00 and total expenditures are \$215,735.00. Sherman Township's portion of the revenue would be \$21,238.00. Motion was made by K Smalligan and 2nd by D Berens to approve the proposed budget, for the White Cloud Fire Department as presented and the payment of Sherman Township's portion for \$21,238.00. Roll call vote was taken, Yes; K Berens, D Berens, K Smalligan, R Miller, and J Kukal. Motion passed.

Kukal informed the board of the changed date for the Newaygo County Household Hazardous Waste Clean-up Day. It will be held a week earlier this year, on Saturday May 30, 2020 at the Newaygo County Road Commission from 8am -2pm. Kukal reported that the Board of Public Works also received a grant this year for tires and are encouraging townships to participate. More information will be supplied at a later date.

Supervisor-Miller read a portion of the letter provided by the U.S. Census Boundary Survey Report and showed the map specified the township boundaries. Miller indicated that all the information in the report was correct to his knowledge and he would sign and return the report.

Neither trustee had anything to report.

For Fremont fire runs, Treasurer-Berens reported that \$1,902.97 was billed and \$651.76 was collected from Consumers Energy for downed power lines.

For the planning commission D Berens reported that the discussed camper permits, weekly rentals of lake properties and bi-monthly meetings and they last meeting. He reported that the only decision made was to continue with regular monthly meetings instead of going to bi-monthly.

Building Inspector-Smalligan reported that he issued one permit for a remodel and performed 9 inspections last month.

Zoning Administrator-Kukal confirmed the single permit for last month.

For White Cloud Sherman Utilities Richard Chenard reported on the meeting held earlier that day. They are still waiting on two easements before opening up for bids for proposed improvements. The new truck arrived and the old one is now for sale.

Assessor-Wallace was absent due to illness and her husband was present to report for her and take notes. He confirmed that the Board of Review March Dates had been supplied for the publication of the Public Notice. Berens confirmed that participation was all set for the upcoming BOR seminar.

Sexton-DeVisser was absent so there was nothing new to report for the cemetery. Miller asked where we were with the phase two action plan. Kukal reported that the next phase of the plan would be to have the surveyor draw up the proposed layout of new graves. Miller asked about the trees left and if they still needed to be removed. Kukal replied that those trees were within 75 feet of the existing well and no new graves could be placed in that

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75 foot diameter anyway, so they did not need to be removed. Kukal said he would contact the surveyor to start the next step.

Gary Smalligan reported for the White Cloud Fire District Board, that a few new signs have been put up in and more are to come. He also said that the bank is not differentiating between townships as each township makes a payment towards the balance of the new building. That is why it is so difficult for Lorna to know what each township's balance remaining is. She is working to find a better solution and report each balance to the townships. There was no report for Fremont.

There was no unfinished or new business.

For public comment Karen Koproloes asked what the interest rate would be and Berens replied that no information has been received yet, however she would push for as low as possible.

For township board member comments, J Kukal shared the Open House invitation for Kelly Smith's retirement to be held February 14, 2020 from 12pm to 2pm at the Newaygo County Road Commission.

Meeting adjourned at 7:44pm

Submitted by: Jamie Kukal, clerk

Visitors present: Chad Kukal Karen Koproloes Jerri Miller Gary Smalligan
 John Borgman Mr. & Mrs. Richard Chenard Mr. Wallace
 Jackilyn Roseberry

Sherman Township Balance Sheet As of January 31, 2020

Jan 31, 20	
ASSETS	
Current Assets	
Checking/Savings	
MASTER ACCOUNT	
101001 · General Fund cash 101-000-001	19,829.19
150-001 · Robinson Lake Cash 150-000-001	32,757.12
151-001 · Mayo Drive cash 151-000-001	4,668.36
152-001 · Crystal Lake Cash 152-000-001	39,635.48
206001 · Fire Protection Assessmt Cash	9,481.50
207001 · Fire protection millage	14,766.64
208-001 · Fire Station Cash	1,205.63
Total MASTER ACCOUNT	122,343.92
204-001 · Road Checking 204-000-002	649.29
206-002 · Gerber Fire Runs Bank Acct	4,269.25
209-002 · Cemetery cash	32,720.12
401-002 · Capital acquisition cash	6,279.29
701-001 · Summer Tax Account	23,300.59
701-002 · Winter Tax Account	218,274.69
Total Checking/Savings	407,837.15
Total Current Assets	407,837.15
TOTAL ASSETS	407,837.15
LIABILITIES & EQUITY	407,837.15