

## **Minutes of the November 6, 2023, Regular Board Meeting of Sherman Township**

The regular scheduled meeting of the Sherman Township Board was held on Monday November 6, 2023, 2023, at 7:00 pm, in the meeting room of the township hall. The meeting was called to order by Supervisor-Smalligan at 7:00 pm. After the pledge of allegiance, roll call was taken and members present were Karen Berens, Doug Berens, Stan Stroven, Ken Smalligan, and Jamie Kukal.

Motion was made by S Stroven and 2nd by D Berens to approve the agenda as presented. All approved, motion passed.

Motion was made by S Stroven and 2nd by K Berens to approve the minutes from October 2, 2023, with corrections. All approved, motion passed.

For public comment, Wayne Berens pointed out that at the September public hearing and again at the October regular board meeting, it was a small population of residents that live on a 1-to-2-mile section of Crosswell that voiced their opposition to the proposed zoning changes. He asked if there was an issue in that neighborhood that should be looked at more closely if so many are concerned with the potential problems that implementation of the proposed ordinance could cause.

Gary Fetterly expressed his concerns and displeasure with the handling of zoning complaints in his neighborhood on Goode Dr and the surrounding area of the North side of Robinson Lake. He doesn't understand why the "Dangerous and dilapidated buildings and recreational vehicle ordinance" is not being enforced. Zoning Administrator Kukal commented that he currently has a complaint that he and Gary Smalligan visited last week and issued a 30-day violation notice to. Ken asked for the subject to be tabled until the zoning report later in the meeting.

Treasurer-Berens presented her report of outgoing funds highlighting for the security camera and alarm installation. With no questions on her report, she added that she received the revenue sharing check for \$42,355. Berens also reported that last fall when checks were ordered for the Winter Tax account, the funds to cover that expense was never transferred from the general account to cover it and in turn leaves the account in a \$450 deficit to cover the sewer bill. She is advising that \$600 be transferred to the Winter tax account from the general tax administration account to cover and provide a slight buffer for future spendings. A motion was made by D Berens and 2nd by S Stroven to accept the Treasurer's report, authorize the payment of bills and transfer \$600 from the general account to the winter tax account. . Roll call vote was taken. Yes; K Berens, D Berens, S Stroven, Ken Smalligan and J Kukal No; none. Motion passed.

Clerk-Kukal presented the clerk's report, highlighting the upcoming November election and the installation of the security upgrades and the acceptance of the reimbursement documents for grant funds. For the Township Hall snow removal bids, she received three bids. Kukal's Snow Removal for \$75 per plow, Zak's Outdoor Services, LLC at \$138.33 per plow, and Christian Brother's at \$175 per plow. Motion was made by S Stroven and 2<sup>nd</sup> by D Berens to accept Kukal's Snow Removal bid at \$75 per plow for the 23-24 season. . Roll call vote was taken. Yes; K Berens, D Berens, S Stroven, Ken Smalligan and J Kukal No; none. Motion For the Mayo Dr. snow removal bids, she received two bids. Zak's Outdoor Servies, LLC at \$250 per plow and Christian Brothers at \$75 per plow. Motion was made by K Berens and 2<sup>nd</sup> by D Berens to accept the bid from Christian Brothers at \$75 per plow for the 23-24

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season. . Roll call vote was taken. Yes; K Berens, D Berens, S Stroven, Ken Smalligan and J Kukal No; none. Motion For the open position on the Planning Commission, discussion was had about how the single one got out of line with the other ones in three-year terms. Originally it was 4 members renewed one year and then 3 members renewed on the following year. A motion was made by S Stroven and 2<sup>nd</sup> by D Berens to adjust the single position to align with the other two that will renew in 2025, so this would be a onetime 2-year term. All approved, motion passed.

For the lawyer contact policy, Kukal asked the board for more guidelines as to what they would like to see in a resolution and also encouraged a Code of Ethics for the Board and Township Employees. K Berens liked the code of ethics and would like to see what that would look like. K Smalligan feels that the two should be separate items. S Stroven is concerned that a Code of Ethics can be too restricting. After discussion it was decided to approach the two separately and return with samples next month. The Lawyer policy should be limited to the Supervisor, Clerk, Treasurer and Zoning Administrator can make contact. Calls should be with two of the four presents for the conversation, with an extenuating circumstances clause. The intent is to keep the board better informed of the proceedings before incurring greater costs. Kukal will work on getting something together for guidelines to present to the lawyer for his guidance. She will also work on samples for items in a code of Ethics for next month's review. After the October Board meeting on October 2, 2023, the deputy zoning administrator submitted his resignation letter to the Clerk. She gave him 24 hours to reconsider before forwarding the information on to the rest of the board and the zoning administrator, at this time the board will need to decide on whether or not they accept the resignation. Motion was made by D Berens and 2<sup>nd</sup> by S Stroven to accept the resignation of the deputy zoning administrator, effective November 6, 2023. All approved, motion passed. Kukal will run the ad along with the planning position ad for a December meeting decision.

For the trustees' reports, trustee-Berens confirmed that the park porta potties would be closed for winter, starting Wednesday.

Supervisor- Smalligan had no communications to report on at that time.

Planning commission representative- Berens commented that last month's meeting went smoothly, and they voted to send the ordinance changes back to the subcommittee for revisions.

Assessor-Story was not present, and no report was provided.

Sexton-Tollefson reported that all was good and quiet on the cemetery front. The sprinkler system has been winterized and the leaves have been the main task lately.

Building inspector-Smalligan presented his report indicating 5 permits and 7 inspections last month.

Zoning Administrator-Kukal's report confirmed the 5 permits along with two complaint forms on one dwelling. Kukal reported that he had a call about the condition of the road on the north side of crystal lake where lots are up for sale. The caller was wondering who is responsible for the care of the road and Kukal is asking the board if they have any prior knowledge of it. K Smalligan asked if the original plot has been checked yet and go from there. For the previously tabled complaint issue, Kukal again

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confirmed that the violation notice had been issued for the currant complaint and the homeowner has 30 days. K Smalligan said that he has personally been appraised of the zoning administrators' actions on complaints and assures the public that all the proper steps are being followed when handling complaint forms. Kukal reminded the public that just a verbal complaint at the meeting is not the proper procedure and a formal complaint form must be completed and submitted for everything to be handled properly.

For White Cloud Sherman Utilities Wayne Berens reported that winterizing preparations were winding down and the "City assets" issue is ongoing. C Kukal asked about the condition of the fence on the Echo Dr side of the Wastewater property and if it was going to be repaired. Wayne said he would look into it.

For Fremont Fire District, K Berens reported billing \$310.25 and collecting \$485.30 for the month. For White Cloud, S Stroven invited everyone to a pancake breakfast on December 9<sup>th</sup>. He also said he had voiced his concerns about the balance on accounts being too high and he would like to see a decent chunk of the funds moved to an insured account.

For new or unfinished business, Clerk-Kukal presented her concerns for the final grade and stripping of the new parking lot. Motion was made by S Stroven and 2<sup>nd</sup> by D Berens to allow the clerk to reach out to Rieth-Riley about the concerns and if they can't get it done by winter, then she is to Contact Chad Kukal to finish it at \$1,200. Roll call vote was taken. Yes; K Berens, D Berens, S Stroven, Ken Smalligan and J Kukal No; none. Motion passed. Kukal also asked the board to reimburse Karen Berens for the cost of her deductible for the back window of her car that was damaged while it was parked along side of the road, while she worked, during the parking lot construction. Motion was made by J Kukal and 2<sup>nd</sup> by S Stroven to reimburse Karen Berens her \$100 deductible for damages incurred while the parking lot was under construction. Roll call vote was taken. Yes; D Berens, S Stroven, Ken Smalligan and J Kukal No; none. Abstained; K Berens Motion passed.

For Board member comment, clerk-Kukal re-laid a question from Basil asking how clean the park needs to be with leaves? K Smalligan said to use his best judgment and with the equipment he presently has. Kukal also wanted to know if the December meeting for the County Township Officials is going to be hosted by Sherman township. Motion was made by S Stroven and 2<sup>nd</sup> by D Berens to host the county Township Officials December meeting at the hall on December 6<sup>th</sup>.

For public Comment, Jerry Engels asked if I was possible to dedicate the new Robinson Creek Bridge to Marve and Jannett Deur? K Smalligan said he would look into it.

Meeting adjourned at 8:12 pm

Submitted by: Jamie Kukal-Clerk

Visitors present:	Wayne Berens	Vonda Tollefson	Jerry Engel
	Gary Smalligan	Dick Chenard	Mark Kukal
	Chad Kukal	Jessie Ford	Gary Anderson
	Clair Derks	Gary Fetterly	

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Jamie Kukal, Sherman Township Clerk

**Balance Sheet**

As of October 31, 2023

	Oct 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>MASTER ACCOUNT</b>	
101-001 · General Fund cash	194,960.48
203-001 · Mayo Drive cash	22,748.89
220-002 · Robinson Lake Cash	16,885.57
221-001 · Crystal Lake Cash	43,618.86
336-001 · Fire protection millage Fr & WC	10,913.84
<b>Total MASTER ACCOUNT</b>	<u>289,127.64</u>
151-001 · Cemetery cash	1,857.93
202-001 · Road Checking	62,161.93
249-001 · Capital acquisition cash	3,626.29
<b>260-001 · Gerber FCU</b>	
261-336 · Gerber Fire Runs Savings	4,371.05
263-001 · Gerber FCU ARPA Account	111,196.22
<b>Total 260-001 · Gerber FCU</b>	<u>115,567.27</u>
401-001 · Winter Tax Account	3,900.68
402-002 · Summer Tax Account	29,341.62
<b>Total Checking/Savings</b>	<u>505,583.36</u>
<b>Total Current Assets</b>	<u>505,583.36</u>
<b>TOTAL ASSETS</b>	<u><u>505,583.36</u></u>
<b>LIABILITIES &amp; EQUITY</b>	<u>505,583.36</u>