

Maple Valley Township – Coral Community Center 4662 N Bailey Rd. Coral, MI 49322
Regular Board Meeting Minutes for **September 9, 2024**

Meeting called to order 7:00 pm / Pledge of Allegiance by Supervisor, Dan Boes

Board Members Present: Dan Boes, Andi Knapp, Tim Thornhill, Miranda Brewer, Lee Frandsen

Guests Present: approximately 15 community members

Approval of Agenda: **Motion** Thornhill 2nd Frandsen to approve the agenda with the addition of budget review/adjustment. Motion passed unanimously.

Approval of Minutes: **Motion** Frandsen 2nd Thornhill to approve minutes from August 12 Meeting. Motion passed unanimously.

Reading of the Bills: General Fund Checking Ck #9769- #9792, ARPA Ck#1052, Road Fund Ck# 1006 (plus online/CC payments) Totaling: \$59,713.89 **Motion** Frandsen 2nd Thornhill to pay bills as presented. Yes: Knapp, Brewer, Thornhill & Boes Nays: None Motion passed.

Public comment on Agenda items: 7:03 – 7:05 pm Things mentioned: Brine not getting done sufficiently, doesn't seem to last but a couple of days & only one truck brining- resident did call the Road Commission about this as well.

Supervisor's Report – Blight properties still in progress – Paris Rd issue will be in court on Monday, September 16th. Coral Elevator has a signed agreement with the township & is to be cleaned up by January 31, 2025, if not then on February 1st the township can go on the property without returning to court.

Treasurer's Report: Beginning Balances-General Fund \$59,860.46 ARPA Fund \$1,328.64 Ending Balances - General Fund \$21,478.27, ARPA Fund \$1,078.69 Total Value of all Accounts: \$1,142,821.54 Total Interest earned over all accounts for the month of August: \$2783.10 **Motion** Knapp 2nd Frandsen to approve the Treasurer's report as presented. Motion passed unanimously.

Clerk's Report: Absentee Ballot application is available for the November General Election which will be held on Tuesday, November 5, 2024; Absentee Ballots will be available to voters starting September 26th; MVT Treasurer position on the November ballot will be blank – due to the current treasurer moving – write in candidates must file with the Clerk; As of today – we will be mailing out 295 absentee ballots for November (273 perm ballot); Trash can purchased approved at Aug meeting – did not approve enough to cover shipping of \$110 Discussion – Utilize the \$300 approved to find a domed lid for the steel drum currently in Coral Park; Clerk will be holding e-pollbook practice (this is the computer program used for elections) for elections workers in September – this is not a book club, it is practice / training for election workers to be prepared for the November Election.

Report from Planning Commission: working on the mobile home ordinance, set a Special Meeting/Public Hearing for Monday, September 30th @ 7:00 pm for amendments to the Township Zoning Ordinance regarding siting, and approval of (1) wind energy projects, (2) solar energy projects, (3) battery energy storage projects. Asked that the Board review the Short-Term Rental ordinance that the PC has approved at the October meeting. Next Regular meeting of the PC is October 7th at 7:00 pm

Report from Zoning Administrator – Dave Kelsey: 2 permits for August, has a court date in September for a pole barn being built in Coral without permit; Dave will review the zoning map that the office has to be sure it is the same, so zoning map can be posted on the MVT Website.

Report from Community Center: 1 rental for September so far

Report from Fire Board, Tim Thornhill: Fire Tender due to be delivered this week / 3 runs in MVT in August / Clerk Knapp asked to have the decision clarified of why/how the Fire Authority Board voted to add a 9th board position at its last meeting when in the signed agreement by the 4 townships owning the fire authority did not agree to change the makeup of the board. This is per Section X Amendment, Renewal & Termination: A. This agreement may be amended by a majority vote of the Board with subsequent approval by each Township Board, of the signed agreement of the joint fire authority.

Report from Cemetery Coordinator, Julie Graham: Well in Coral Cemetery will be winterized by Barlett Well Service at the end of the month, Port-A-Johns will be picked up soon, garbage service will be put on seasonal hold at the end of October, water tote will be taken care of / winterized by Dan Knapp, Please pick up any decorations/flowers off of graves by October 1st for fall clean up

Report from Parks & Recreation Committee: Melissa Stout & Meg Booth reported that they have applied for a grant for the parks, they will find out if it was awarded to MVT late October/November, funds for this grant will not be distributed until 2025. They are currently getting quotes for wood chips to surround the equipment in Petersen Park prior to putting in the topsoil. All of the equipment is installed in Petersen Park & was well used over Labor Day weekend.

Unfinished Business:

1. **Forensic Review** – Findings from Hungerford Nichols gave many recommendations surrounding policies (credit card, purchasing) which have already been implemented, also having only one PO Box for all payments to the township, clear procedures for selling of cemetery plots & Community Center Rentals, reconcile the Tax account which was not being done, the board has hired Trusted Solutions LLC to conduct reconciliations for Clerk & Treasurer this was a recommendation to have neutral third party perform this function; the accountants also flagged several transactions (all under \$8000) that were questionable but had minimum paper trail –the board was advised to not pursue any legal action as it would cost more than the transaction themselves & the current board has implemented safe guards or policies & procedures to ensure future transparency. The total cost of the forensic review was \$7500. Budget was for \$20,000.
2. **Review of IT contract with KSquared Tech:** There is no change in cost for the contract, but the company is trying to get our contract to line up with our budget year, so this contract is for 6 months. **Motion** Brewer 2nd Frandsen to approve the contract with KSquared Tech Solutions LLC. Motion passed unanimously
3. **Budget Review/adjustments:** The board reviewed the budget, and the clerk will make the adjustments to the budget and email the board. Needed to increase interest line items as when budget was implemented no interest was written in. Increase 667.001 CCC Rental income to \$2400; 206.665 Fire Millage Interest Earned to \$600; 204.665 Road Millage Interest Earned to \$1200; 665.101 General Fund CD Interest Earned to \$10,000; Expenses – 101.900 Township Bd Printing & Publishing increase to \$1000; 702.900 Zoning Printing & Publishing increase to \$2000; will make adjustments at the October board meeting.

New Business:

- A. **Education classes for Treasurer/Deputy Treasurer:** Motion Brewer 2nd Frandsen to approve total of \$600 (\$300 each) for Treasurer & Deputy Treasurer to attend the online BS& A Classes, Tax I & Tax II– this expense will be reimbursed to the individuals in those positions in November.
- B. **Board of Review** - if interested in serving – send letters of interest by November 1st to Supervisor Boes supervisor@maplevalleytwpmi.gov

- C. **Rental- Municipal Building:** Montcalm Co Road Commission currently renting until December 31, 2024 for \$450/month, they paid for the entire year & are interested in renting for all of 2025; Board discussed getting professional opinion on rental fee/income potential from commercial realtor/ there is a tree service that is interested in renting the whole building. Board members will bring back information for the October meeting to review.
- D. **Snow plowing bids being accepted** – send bids either by mail or email by October 1st.

Public Comment: Started at 8:14 pm Things mentioned: Deadline to file for write-in candidates is October 25th at 4:00 pm with the Twp Clerk.

Adjournment: Motion Brewer 2nd Thornhill to adjourn at 8:18 pm Motion passed unanimously.

Respectfully submitted: Andi Knapp MVT Clerk

Next Meeting: Monday, October 14, 2024, at 7:00 pm

REMINDERS:

MVT Clean-up Day is Saturday, October 12, 2024 9:00 am to 1:00 pm in the Coral Community Center parking lot – this is a free service for the residents/property owners of Maple Valley Township, must bring ID or a tax bill for proof of residency.

Summer Taxes are due Monday, September 16, 2024 – Treasurer will hold office hours on Saturday , September 14th from 9:00 to 5:00 pm & Monday, September 16th from 9:00 to 5:00 pm