

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

Meeting called to order 7:00 pm / Pledge of Allegiance by Trustee Tim Thornhill

Board Members Present: Meg Booth, Lee Frandsen, Andi Knapp, Tim Thornhill Absent: Dan Boes
The Board voted to have Trustee Thornhill moderate the meeting in the absence of the Supervisor.

Guests Present: Approximately 15 members of the public.

Approval of Agenda: Motion Knapp 2nd Frandsen to approve the agenda. Motion passed unanimously.

Approval of Minutes: Motion Frandsen 2nd Booth to approve minutes from Regular Bd meeting on November 11. Motion passed unanimously. Motion Knapp 2nd Booth to approve minutes from Special Bd meeting on November 18th. Motion passed unanimously.

Reading of the Bills: General Fund Checking Ck #9860-#9888, (plus online/CC payments) Totaling: \$25,638.15 Motion Booth 2nd Frandsen to pay bills as presented Motion passed unanimously

Public comment on Agenda items: 7:03 – no comments

Annual Report from Tamarack District Library: 3270 Registered users, 96 programs (afterschool & evening), Always looking for new ideas for programs to offer, programs are open to everyone, 39,524 in-house materials owned, highlights from the year – removed privacy fencing, security cameras installed, 2 new air conditioners units, sound in the pavilion. Materials are available to rent bikes, kayaks, sewing machines, microscopes. Winter Reading program began today still time to sign up, runs from Dec 9th to end of February. Reading programs feature weekly challenges & program completion awards, open to all ages.

Treasurer's Report: Board welcomed new Treasurer Meg Booth. General Updates: The new treasurers' term started 11/20/24 at 12pm. Financial reconciliations will not be presented at today's meeting due to transition requirements needed for the new treasurer to be added as an authorized user on township's banking and financial accounts – expect a full reconciliation of November & December to be presented at the January 13th board meeting. 1 CD from Mercantile Bank reached maturity on 11/21/24 and was rolled into our money market account, because APY yields are higher right now for Money Market. 1 CD from Community First Federal Credit Union reached its maturity on 12/6/24 and determination has not been made for where this will go, but we have 10 days to decide. Tax Updates: Winter 2024 tax collection has started as of 12/1/24. An issue with the Winter 2024 tax roll import was discovered that required the tax roll to be re-imported on 12/5/24. This means that the tax bills that were sent to the printer on 11/12/24 contained errors. There is not a good way to ascertain which bills need re-issued due to errors, so we are relying on taxpayers to contact the office if they didn't receive a bill and should have, or if their bill was issued incorrectly. Also, tax bills had not been sent to the Mortgage companies during this discovery, currently working on getting those tax bills sent directly to the mortgage companies. Please call or email the treasurer to report tax bill issues or if there are any questions –

treasurer@maplevalleytwpmi.gov or 616-439-4696 call or text.

Clerk's Report: There will be an election in May 2025 for Lakeview School – if you are on the perm ballot list expect a letter in January/February confirming what address your ballot will need to be mailed to (ballots will be sent out end of March) REMINDER Ballots do not forward if you are at a different address for the winter. Federal Election Security Grant (Help America Vote Act) available starting March 2025 – expense for election laptop must incur from October 1, 2024, through post-election activities until end of February 2025 will be eligible for reimbursement. (up to \$1000 per precinct) both election laptops currently are at their end of life and will need to be replaced to be able to run election software. Paris Rd Blight Update – company has finished cleaning up (28 dumpsters of stuff have been removed) in process

of getting an order to keep owner from being on the property during clean up because they have been bringing more stuff to the property, company is at the top end of their quote at this time.

Report from Planning Commission: No meeting in November & December.

Report from Zoning Administrator – Dave Kelsey: 1 permit was approved in November

Report from Community Center: no rentals in November

Report from Fire Board, Tim Thornhill: 1 run in November

Report from Cemetery Coordinator, Julie Graham: Data Entry into CIMS Software is progressing, selling spaces in both cemeteries.

Report from Parks & Recreation Committee: No Report

Unfinished Business:

- A. **New Officials added to Bank Accounts:** Banks were presented with the certification of the 2024 General Election stating Meg Booth as the duly elected Treasurer but need to have it in our minutes that the Board authorizes the Treasurer & Deputy Treasurer as authorized administrators for online banking. **Motion** Knapp 2nd Frandsen to add Meg Booth & Sherry Olson to all bank accounts held at Mercantile Bank, Community First Federal Credit Union (CFFCU) & Independent Bank. Additionally, Meg Booth & Sherry Olson are the authorized administrators for online banking / positive pay system. Remove Miranda Brewer from all bank accounts and online banking access. Motion passed unanimously
- B. **Rental- Municipal Building:** Discussed the need to clean the building prior to renting, getting a new hot water heater as the current one is 21 years old, need to make the mechanical room in the building (where the water comes into the building) so it can be heated independently from running the large overhead heaters in the large area of the building. Presented board with a quote for a new 6-gallon hot water heater, decided to get more quotes for an on-demand hot water heater. The quote was presented from Amble Electric for separating the electric service, installing a new electric panel & wiring the new hot water heater. More quotes for electrical work need to be obtained as well. Discussed the rental agreement and the details in it, deposit of one month rent will be required, 30 day clause to terminate agreement from either party, rental agreement will be for 1 year, check list of the condition of the building will be gone over with the renter along with a walk through of the building / taking of photos to document condition of building at time of rental. **Motion** Thornhill 2nd Knapp to approve the rental agreement as drawn up pending review from attorney to make sure everything is covered. Motion passed unanimously.
- C. **Township Garbage Survey:** link to survey is available on website/ in the newsletter that was mailed out with Winter Tax bills/ paper copy is available in the office. Survey will be available until January 3rd then the board will review the results to determine the next steps – if we will move forward in getting quotes or not. This will be discussed at the Board Strategic Planning Retreat.
- D. **ARPA Funds- last allocation:** \$1078 is left in the ARPA Fund and it must be allocated prior to December 31, 2024. Discussed different things that could be purchased. **Motion** Thornhill 2nd Knapp to purchase a large microwave for the Coral Community Center & left over funds will go toward the new water heater in the Municipal Building. Motion passed unanimously

New Business:

1. **Quotes from KSquared Tech Services (our IT provider):** Board was presented with a quote for a new server & firewall equipment capable of running /hosting the BS&A Tax & Assessing software for \$6411.75, quote includes a credit for the buy back of the current server in the MVT Office. Both BS&A programs are housed separately and are not connected which is resulting in duplicating work, having both programs housed on our own server will allow them to be connected & backed up to our cloud & the information never leaves the MVT office. The assessor will have a secure VPN log in to connect to the server in the MVT Office. The other quote presented is for 2 workstations /web cameras & a printer for \$2,952.89. These will be dedicated workstations for the Treasurer & Clerk, the laptop the clerk currently uses will be used for remote clerk work & Elections to replace one of the election laptops that is at its end of life. **Motion** Booth 2nd Knapp to approve both quotes for \$9,364.64 from KSquared Tech Services to upgrade server to run BS&A Tax & Assessing Software / 2 workstations with web cameras & one printer this will be taken out of budget line 970: Future Projects. Motion passed unanimously.
2. **Electronic Tax payments** – BS&A online free service to the township – taxpayers will log into BS&A and then can pay their taxes online using credit or debit cards. This service is only for tax payments, Treasurer Booth is working on options for taking electronic payments for CCC Rentals, Zoning Applications/ Cemetery Spaces. **Motion** Booth 2nd Frandsen to enter a contact with BS&A to take online payments for taxes on behalf of MVT. Motion passed unanimously
3. **Board Strategic Planning Retreat:** Discussed dates in January that would work for board members to meet, this will be a 4–5-hour session. This will be for the board to discuss ideas for 3, 5 & 10 yr plans, current year improvement & budget plans, discussed having an outside moderator to facilitate the session. This type of retreat is recommended by MTA. Looking at the end of January, a Thursday or Friday evening. The clerk will email date options to the board members.
4. **Planning Commission Training:** There is a Planning Commission Training available to all elected members/ PC members/ZBA members – it is on Saturday, January 11, 2025, from 8 am to 12 pm at Montcalm Community College. Please let the Clerk know as soon as possible if you would like to attend.
5. **Montcalm Road Commission Annual Meeting:** MVT will meet with the Road commission on December 18th – if there are roads or corners that need to have trees cut back to allow farm equipment to travel safer or any other road concerns please email clerk@maplevalleytwpmi.gov so we can put a list together to give to the road commission when discussing the 2025 road projects.

Public Comment: Started at 8:11 pm Things mentioned: Coral Committee would like to use the community center for free to host meetings, board discussed that the community center can not be “donated” to any organization and that the rental agreement would need to have to be changed to have a rate for 501c3 Non-Profit Organizations. Roll up service window for CCC Kitchen / remodel of garage space (these projects are on the list of things to discuss at the strategic planning retreat), Consumers Energy got streetlights fixed with new LED lights

Adjournment: Motion Frandsen 2nd Booth to adjourn at 8:23 pm Motion passed unanimously.
Respectfully submitted: Andi Knapp MVT Clerk

Next Meeting: Monday, January 13, 2025, at 7:00 pm