

Minutes of Maple Valley Township Meeting July 11, 2022

Supervisor opened with the pledge at 7pm.

Board members present: J Schwandt, Benson, Newell, Frandsen and, M Schwandt.

Absent: None

Minutes from the June 13, 2022 meeting presented with corrections. Motion by Frandsen, 2nd by Newell to accept minutes as presented with corrections, Motion passed.

Treasurer's report: beginning balance \$745,923.24 , Income \$8,304.47, Expenses \$45,700.67, Ending Balance \$708,527.04. Motion by Newell, 2nd by Frandsen to accept treasurer's report. Motion Passed.

Report from County Commissioner: no report

Planning Commission report: Chairman Becker reported that planning commission had a special meeting for Dan Studer to open a parts business with some snowmobile repair, no opposition so Planning recommends it to the board to pass. They also have been working on articles 1 – 6 in the ordinance book and are collecting questions to submit to the lawyer later. Requested a 2 year moratorium for Solar for residential and commercial from the board. Chairman asked if an option would be a one year moratorium (expires July 13, 2023) and evaluate whether to extend it after the year. Motion by Newell, 2nd by Frandsen to grant a 1 year moratorium for a solar ordinance. Ayes: Newell, Frandsen, J Schwandt, Benson Nays: M Schwandt.

Dennis Dombkowski expressed interest in attending a Planning and Zoning Workshop in August in Mt Pleasant put on by MTA.

Motion by Frandsen, 2nd by Newell for Township to cover registration fees for any of the planning commission interested in attending. Supervisor still working on appointing a member to the planning commission.

Zoning Report: two permits, one for a garage addition and one for a mobile home. Administrator asked for township to cover our portion of the registration fee for him to attend the same workshop in August as planning members. Motion by Frandsen, 2nd by Newell to approve our portion of the fee, motion passed.

Assessor: Next week is July Board of review, new legislation has come out that precludes the July and Dec Board of Review from granting PRE's. Assessor is waiting for clarification from the state as to procedure in this matter.

Community Center had one rental and a couple scheduled for August.

Fire Board: No board meeting this month. Cabs and chassis are almost ready to be reviewed for the tender trucks that have been ordered.

Old Business

Clean up day, appreciated help from community

Covid money: quote for Rousch builders for \$6,523.04 to replace door with 42" single handicap door, fix up entryway and insulate, wrap in steel, put a heavy storm door on the outside and some lighting.

Motion by Frandsen, 2nd by Newell to hire Rousch builders to repair entryways, motion passed.

Two quotes for outside painting/repair. One from Chico Service for \$28,500 to power wash building, scrap, paint brown with white trim and one from Steve Lewis Painting for \$18,545 to do the same plus, glaze old windows and paint the pavilion in Trufant.

Motion by Frandsen, 2nd by Newell to hire Steve Lewis for \$18,545, motion passed.

Melissa Stout working on getting playground bids to fix up playgrounds in Trufant and Coral.

There is a company coming to give a quote on upgrading the WIFI and phone system.

Property in Trufant cemetery has been plotted out to expand cemetery and will be worked on to get it ready.

Cemetery water is getting repaired, hoping to have it done in the next couple weeks.

Bus Garage Bids, 8 total received

#1 \$100

#2 \$26,501,

#3 \$11,150,

#4 \$22,100

#5 \$25,111

#6 \$27,000

#7 \$31,000

#8 \$4,800

Motion by Frandsen, 2nd By Newell to accept bid for \$31,000 motion passed. Supervisor will contact bidder to let them know.

Wind ordinance petition turned in today for processing.

Treasurer asked for \$1,500 for an equipment upgrade to purchase a computer and printer. Assessor agreed that the current computer is not adequate to run the BS & A software that is required.

Motion by Newell, 2nd by Frandsen to spend \$1,500 to upgrade computer and printer for Treasurer, motion passed.

Motion by M Schwandt, 2nd by Newell to pay bills from last month and this month Ck# 9009 to Ck# 9030 for \$14,598.87 and Ck# 9031 to Ck# 9056 For \$55,966.54 Motion passed.

Motion by Frandsen, 2nd by Newell to approve special land use for Dan Studer for his parts/snowmobile business, motion passed.

Public comment went from 7:41 pm to 7:50 pm

Motion to adjourn by Frandsen, 2nd by M Schwandt, meeting adjourned at 7:50 pm.

Respectfully submitted by Cathy Benson, Clerk

Maple Valley Township

Minutes of Maple Valley Township Meeting August 8, 2022.

Supervisor opened with the pledge at 7pm.

Board members present: J Schwandt, Benson, Newell, and Frandsen

Absent: M Schwandt

Minutes from the July 11, 2022 meeting presented. Motion by Frandsen, 2nd by Newell to accept minutes as presented. Motion passed.

Treasurer's report: beginning balance \$708,527.04 , Income \$194,336.04, Expenses \$27,032.91, Ending Balance \$875,830.17. Motion by Newell, 2nd by Frandsen to accept treasurer's report. Motion Passed.

Report from County Commissioner: no report

Planning Commission report: Chairman Becker reported that planning commission is waiting on information about Articles 1 – 6 and they are starting on Article 7.

Zoning Report: Dave provided his report early since he would not be in attendance. There were six permits one lean to, one home, one pole barn and addition, one home business, one garage and one storage building.

Assessor: no report

Community Center: no rentals

Fire board: there were 4 runs in June and July

Old Business

Waiting for doors to come it to get started on exterior upgrade.

Playground equipment, waiting for quotes, supervisor is added to the agenda for the county for their Sept meeting, to ask for more covid money to upgrade the playgrounds.

WIFI still waiting for more info

Bus Garage, received a down payment, building had to be appraised so they are hoping to go to the title office soon .

Winning bidder was Landry & Melissa Stout at \$31,000. Other bidders were:

#1 \$100 – Pam Bradfield

#2 \$26,501 – Charles & Dana Eady

#3 \$11,150 – J & J Farms

#4 \$22,100 – J & J Farms

#5 \$25,111 - John & Marianne Schwandt

#6 \$27,000 – Mike Nienhuis

#7 \$31,000 – Landry & Melissa Stout

#8 \$4,800 – Tyler Trierweiler

Covid Money – will be looking at new flooring for the hall, and Val Gates is interested in painting the interior.

Ben Newell would like to add a project of upgrading the electrical in the park, maybe adding a building to put the well in and new electrical. He will be looking for estimates on that project.

Cemetery water project– the valves have come in so project will be worked on soon.

Wind Ordinance Ballot Language – Motion by Frandsen, 2nd by Newell to approve the ballot language as presented.

Roll Call Vote, Newell, yes, Schwandt, yes, Benson, Yes, Frandsen, yes. Motion Passed

Roads- working on paving and ditch work will be in a couple weeks.

Scout building in Trufant needs to have the gas line and meter removed. Motion by Frandsen, 2nd by Newell to spend up to \$750 to allow DTE to remove the meter and gas line so Steve can remove the building.

Elections: 556 voters which is a little over a third of our voters.

Motion by Newell, 2nd by Frandsen to approve paying of the bills ck# 9057 – ck# 9099 for \$47,551.43 Motion passed.

Motion by Frandsen, 2nd by Newell to allow clerk to make budget adjustments as needed, Motion passed.

Frandsen shared concern from Ball fields in Trufant over monument put up there without permission of township since the township owns the property. Supervisor will look into.

Public comment went from 7:19 pm to 7:33 pm.

Motion to adjourn by Frandsen, 2nd by Newell, Motion passed.

Meeting adjourned at 7:33 pm

Respectfully submitted by Cathy Benson, Clerk
Maple Valley Township

Minutes of Maple Valley Township Meeting Sept 12, 2022.

Supervisor opened with the pledge at 7pm.

Board members present: J Schwandt, Benson, Newell, and Frandsen

Absent: M Schwandt

Minutes from the August 8, 2022 meeting presented. Motion by Frandsen, 2nd by Newell to accept minutes as presented. Motion passed.

Treasurer's report for all accounts beginning balance \$1,253,639.85, Income \$486,665.38, Expenses \$411,885.75, Ending balance \$1,328,419.48 . Treasurer will be collecting taxes at the hall on Wednesday thru the window. Motion by Frandsen 2nd by Newell, to accept treasurer's report. Motion Passed.

Report from County Commissioner: County will be giving Maple Valley Township another \$50,000 for playground equipment. Trufant Jubilee was very nice.

Planning Commission report: Chairman Becker reported that planning commission finished articles 1 – 6 and they are working on Article 7.

Zoning Report: No permits for August. Was a violation on Cannonsville Rd. Checked out a report of someone working on vehicles at a house and a campground report of too many campers on black rd.

Assessor: thru the equalization process only residential properties will see another increase in 2023. A new system is coming and the assessor will be attending 3 days of training to learn more. Will be able to update more at the November meeting after the training.

Community Center: 3 rentals

Fire board: Two calls, one was a disregard and one was a fire call

Old Business

Pavilion in Trufant was painted before the Jubilee. The township hall has one new door installed and the builder was waiting for all the rentals to be complete before installing the other one.

Quote for playground equipment for 2 slides and a small climbing wall was \$17,000. With the addition of the second installment from the county, our total to work with is \$125,000.

WIFI upgrade, waiting for quotes to run wiring.

Bus Garage title office being difficult, supervisor needed authorization from the board to sign papers, needed also to get a letter from the school board. There will be a meeting at the office this week to hopefully finish up.

All components are here for the Cemetery water to be upgraded, Roger Betten said that there will be a nice handle that will be easier to use and a different hose arrangement. The work will be done but the water will not be turned on yet. The plumbing parts used should last a long time.

Scout building still waiting on DTE to remove gas line and the power company to remove the electric.

Motion by Benson, 2nd by Frandsen, to amend budget motion with actual amounts of increasing employer share withholding by \$2,200, Printing and publishing by \$1,000 and Insurance and Bonds by \$1,000. Motion passed.

Ball fields update: wasn't able to meet to discuss

New Business:

MTA conference in Mt Pleasant in October, any planning members interested, let clerk know by Sept 15, 2022 so we can get early bird price by Sept 20th. Subjects are Broadband, grants, ordinances, legislature, financials, open meeting act and FOIA.

Motion by Frandsen, 2nd by Newell to approve payment of registration, Motion passed

Reading of the bills of ck# 9100 thru ck# 9122 in the amount of \$51,357.24 and ck# 1001 thru ck# 1002 in the amount of \$12,300.53 from Covid money for painting. Motion to pay bills Frandsen, 2nd by Newell, Motion Passed.

Resolution by Newell to pay legal fees for Supervisor's legal representation in court, 2nd by Frandsen. Roll call vote: Newell, yes, Frandsen, yes, Benson, yes. Motion passed

Letter of resignation from Clerk read by supervisor. Sept 15th is last day. Motion to approve resignation Frandsen, 2nd by Newell, Motion passed.

Special meeting Sept 22nd, 2022 at the hall at 7pm to address appointing a clerk and how to handle election.

Public Comment went from 7:23 pm to 7:44 pm.

Motion to adjourn Frandsen, 2nd by Newell, Motion passed.

Meeting adjourned at 7:44 pm.

Respectfully submitted by Cathy Benson, Clerk

Maple Valley Township

Maple Valley Township **Special Board Meeting**

Township Hall, Coral, MI

October 5, 2022 5:00 pm

5:00 pm Meeting called to order by Supervisor John Schwandt.

Pledge of Allegiance

Board Members Present: John Schwandt, Marianne Schwandt, Andi Knapp, Ben Newell & Lee Frandsen Deputy Clerk-Susan VanEnk

Guests in Attendance: Robin Poulsen, Penny Bassett, Finetta Musser, Sherry Olson, Genny Towne, Dennis Delaney, Dan Boes, Valerie Gates, Kevin Newell, Jan Olson, Vicki Douglas

Old Business: None

New Business:

1. Adding Clerk & Deputy Clerk & Treasurer to all bank accounts.
Motion by Lee Frandsen 2nd Ben Newell to add Andi Knapp, Susan VanEnk & Marianne Schwandt to all bank accounts of Maple Valley Township. Motion passed, none opposed.
2. Removing past board members from banks accounts.
Motion by Lee Frandsen 2nd Ben Newell to remove Shirley Sanders, June Miller & Cathy Benson from all bank accounts of Maple Valley Township. Motion passed, none opposed.
3. New laptop for election use (specs provided for review) & 2 new flash drives
Board members reviewing information; Clerk will present options for purchase at next board meeting.

Items of Interest – None

Public Comment:

- Inquiring about getting better lighting in the parking lot prior to voting.
- Website updates with minutes and names of new board members
- Inquiry about Deputy Treasurer – still no one appointed; Treasurer stated she is still seeking a Deputy that will take over the position of Treasurer so she may step down from the position.
- Finetta Musser – need to make sure that the Election workers have a printer in the hall on Election Day

Adjournment – Motion by Newell 2nd Frandsen to adjourn the meeting at 5:07 pm Motion passed, None Opposed

Respectfully submitted – Andi Knapp, Maple Valley Township Clerk

Next Board Meeting: Monday, October 10, 2022 @ 7:00 pm

Maple Valley Township – Coral Community Hall 7662 N Bailey Rd. Coral, MI 49322
Regular Board Meeting Minutes for October 10, 2022

Meeting called to order 7:00 pm by J Schwandt

Pledge of Allegiance

Board Members Present: John Schwandt, Marianne Schwandt, Lee Frandsen, Andi Knapp & Ben Newell

Guests Present: Dave Kelsey – Zoning Administrator, Kathy Bresnahan- County Commissioner, Michael Beach-Assessor, approximately 45 community member signed in.

Approval of Agenda: Motion Newell 2nd Frandsen to approve the agenda with the addition of Quotes for Tree Removal under Old Business – Covid Money Uses. Motion passed unanimously.

Approval of Minutes: Motion Frandsen 2nd Newell to approve Minutes from September 12, 2022, Reg. Board meeting with correction to Assessor report adding “information on residential” Motion passed unanimously.

Motion Newell 2nd Frandsen to approve the minutes from Special Board Meeting September 22, 2022, with the correction “Motion Newell 2nd Frandsen to appoint Andi Knapp as Clerk” Motion passed unanimously.

Motion Newell 2nd Frandsen to approve the minutes from the Special Board Meeting October 5, 2022. Motion passed unanimously.

Treasurers Report: Beginning Balances – General Fund \$676,528.40 ARPA/Covid Relief Fund \$254,659.29 Ending Balances - General Fund \$664,215.62 , ARPA/Covid Relief Fund \$248,482.39 with additional CD's & Tax accounts Total Ending Balance \$1,328,419.48 **Motion** Frandsen 2nd Newell to approve Treasurers Report as presented. Motion passed unanimously.

Clerk's Report: Introduction of Deputy Clerk Susan VanEnk. Thank you to Todd & Donna McClelland & Dan Knapp for cleaning the floors of the hall. Township Office hours will be Mondays 12:00 pm to 6:00 pm. Election update – all (requested) absentee ballots have been mailed. Public Test of the Voting Tabulator will be Monday, October 17th at 6:00 pm, this is an open meeting and public is encouraged to attend. Township Office will be open to register voters and take absentee ballots on the following additional days: Saturday, November 5th 10:00 am to 4:00 pm, Sunday, November 6th Noon to 2:00 pm & Monday, November 7th Noon to 6:00 pm. Would like to have a clean up day for the hall prior to the Election, if interested let the Clerk know, will be cleaning on Saturday, November 5th 10 to 4 pm. Working on accreditation from Michigan Board of Electors to run the election. There is an additional signer on the Bank account at Community First Credit Union – Trufant Community Fire. **Motion** Knapp 2nd Newell to remove Trufant Community Fire from all Township accounts. Motion passed unanimously.

Report from County Commissioner – Kathy Bresnahan: Next meeting of Commissioners the new topic for discussion is blight.

Report from Planning Commission: Working on Ordinance Book sections 8, 9 & 10. Just finished with section 7. Thanked Andi Knapp for her work on the Planning Commission.

Report from Zoning Administrator – Dave Kelsey: 5 permits issued

Report from Assessor – Michael Beach: Assessments for all areas are going up. Deadline for PRE is November 1st. There will be Board of Review in November.

Report from Community Center: No rentals

Report from Fire Board: 1 tree/fire call, 1 AeroMed call

Old Business:

- Doors are installed and painting getting finished up on outside of Hall
- Playground equipment – 3 quotes will be emailed to the board for review.
- Covid Money uses – 2 quotes for tree removal at Trufant Cemetery. Both are insured. Quotes are for 16 removals, trims & stump grinding. Bunker Tree Service \$13,990.00, Imhoff's Forestry \$8000.00 **Motion** M. Schwandt 2nd Newell to hire Imhoff Forestry for \$8000.00 Motion passed unanimously.
- Scout Building update – power lines will be removed; DTE sending crew to remove gas lines; John Schwandt will contact Road Commission about getting fill for area of building & playground areas.

New Business:

1. Wi-Fi and Phone upgrade – Proposal from Spectrum, remove dedicated fax line, upgrade Wi-Fi service with password protected service for Hall. \$99 installation, monthly bill will be \$178.00. **Motion** Newell 2nd Frandsen to accept proposal from Spectrum as presented. Motion passed unanimously.
2. Proposal from Trusted Solutions, LLC showing 4 different options for training of the Clerk on QuickBooks and QuickBooks cleanup after updating to current version of QuickBooks as the former Clerk has been using QuickBooks 2011. Option 1 up to 24 hours @ \$65/hr = \$1560.00 Option 2 up to 8 hours @ \$65/hr = \$520.00 (correcting chart of accounts/expensing/ misallocation of fund spending/) Option 3 up to 32 hours @ \$65/hr = \$2080.00 (correct general payroll set-up/liabilities/payroll checks written outside of payroll) Option 4 up to 16 hours @ \$65/hr = \$1040.00 Optional Post Project Findings Report \$325 Total of all proposed options: \$5525.00 **Motion** Newell 2nd Frandsen to hire Trusted Solutions LLC, choosing Option 1 for 12 hours \$780.00 & Option 2 \$520.00 for a Total expense of \$1300.00. Motion passed unanimously.
3. Montcalm Chapter of Michigan Township Association (MTA) is having a meeting on October 18, 2022 in Crystal, MI at 6:00 pm. Cost \$15.00/person, reservations due by 2 pm Thursday, October 13 to clerk@crystalmi.com
4. Email requesting assistance with billing for grave prep and slab foundation for burial sites from May 2022. Need to know if Randy Heckman bills for this service directly or if the Township pays and collects directly from the families. John Schwandt will contact Randy Heckman to get this information straighten out so the family can get this bill paid.
5. Clerk presented the 2022 Election Security Grant – precinct can be reimbursed up to \$1500 for approved purchases. Proposed purchasing a new laptop, scanner, Dymo label maker & labels, signs, surge protectors & flash drives. **Motion** Newell 2nd M Schwandt to purchase equipment listed. Motion passed unanimously.
6. Township Hall entry way & parking lot lighting – nothing was decided.
7. Office Supply request – Clerk is requesting funds to purchase office supply items but only has a \$100 in the budget. **Motion** M. Schwandt 2nd Newell to adjust budget by \$500 from General Fund to Clerk Office Supplies. Motion passed unanimously.
8. QuickBooks Update – Clerk requesting approval to update QuickBooks with Payroll as it is an annual subscription base now and not just a onetime purchase of a disk/program. **Motion** M. Schwandt 2nd Newell to purchase upgrade / annual contract of QuickBooks with Payroll up to \$700 (guesstimate) annually. Motion passed unanimously.

Reading of the Bills: 5 Consumer Energy Bills totaling \$515.97, Grainger, \$90.28, Spectrum \$189.97, Bill Roush \$7038.00 (original bid amount \$6523.04) **Motion:** Newell 2nd Frandsen to approve the additional charges of \$515.00 for repairs to outside of hall, fixing holes & siding falling off, for total of \$7038 paid out of ARPA Funds, Motion passed unanimously. Township Employee Paychecks & Montcalm Co Treasurer \$42.96 **Motion** Frandsen 2nd Newell to pay bills as presented. Motion passed unanimously.

Items of Interest: John Schwandt stated that he had contacted Gary Patton of Patton Signs to get a new sign for the Township Office and Community Center. The sign would be 4' x 8' Aluminum, hand painted. Mr. Patton stated the cost would be \$280 for materials, he is donating his labor cost. Community would like to have input on the design and shape of the sign. **Motion** Frandsen 2nd Newell to get a rendering of the sign from Gary Patton for review and community input before production of the sign. Motion passed unanimously.

Public Comment: Started at 8:03 pm Ended at 8:33 pm. A few of the topics that were brought up during this time were: QuickBooks training great idea, Questioned why the Board only chose to approve a small portion of QuickBooks training/help, Question about beginning balance of Treasurer report, Why read the minutes at the meeting when copies are provided to public.

Sherry Olson stated that she would be willing to be the Deputy Treasurer (as one has been appointed since June 2022) but only for 1 to 2 months maximum then wants to be Treasurer, since that is what the current Treasurer has stated she would like; is have someone take over so she may step down from the position. Treasurer M. Schwandt addressed this and asked to speak with Sherry after the meeting concluded.

Adjournment: **Motion** Frandsen 2nd Newell to adjourn at 8:33 pm. Motion passed unanimously.

Respectfully submitted: Andi Knapp MVT Clerk **Next Meeting: Monday, November 14, 2022, 7:00 pm**

Maple Valley Township – Coral Community Hall 7662 N Bailey Rd. Coral, MI 49322
Regular Board Meeting Minutes for November 14, 2022

At 7:00 pm the Oath of Office was given by Blaine Gebhardt to recently elected Supervisor, Dan Boes, Clerk, Andi Knapp & Trustee, Tim Thornhill

Meeting called to order 7:10 pm / Pledge of Allegiance by Dan Boes

Board Members Present: Dan Boes, Marianne Schwandt, Lee Frandsen, Andi Knapp & Tim Thornhill

Guests Present: Kathy Bresnahan- County Commissioner, Michael Beach-Assessor, approximately 55 community members signed in.

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

Approval of Minutes: Motion Frandsen 2nd Thornhill to approve Minutes from October 10, 2022 Reg. Board meeting Motion passed unanimously.

Supervisor's Report: Dan thanked the community for their support and is very excited to get working on various projects within the township.

Treasurers Report: Beginning Balances – General Fund \$664215.62 ARPA/Covid Relief Fund \$248482.39 Ending Balances - General Fund \$687461.49 , ARPA/Covid Relief Fund \$241448.58 with additional CD's & Tax accounts Total Ending Balance \$1,320,235.92 **Motion** Frandsen 2nd Thornhill to approve Treasurers Report as presented. Motion passed unanimously. Cemetery Trust CD at Mercantile Bank came to term \$5504.50, deposited in General Fund. Cemetery Trust CD at Independent Bank coming to term \$4380.37 – **Motion** Schwandt 2nd Knapp to cash out CD at Independent Bank and to deposit in Cemetery Account. Motion passed unanimously.

Clerk's Report: Thanked all the Election workers for all the great work put in to running a smooth election experience for the voters. Total of 880 voters, only had 11 absentee ballots not returned.

Report from County Commissioner – Kathy Bresnahan: Thanked everyone for their support and it was an honor to serve the residents of Maple Valley Twp.

Report from Planning Commission: Working on Ordinance Book sections 8, 9 & 10.

Report from Zoning Administrator – Dave Kelsey: no report, not present.

Report from Assessor – Michael Beach: Tax bills are getting ready, going to the printer. December Board of Review will be held on Thursday, December 15, 2022 at 4:30 pm. Michael then presented a resignation letter effective November 30 2022 being his last day to the Supervisor. Motion Frandsen 2nd Schwandt to accept Michael Beach Letter of Resignation. Motion passed unanimously.

Report from Community Center: One rental in October. There is a person interested in renting the Community Center each Sunday starting in January through March, need to look at how contract reads to give a price for deposit.

Report from Fire Board: No fire report

Reading of the Bills: Ck #9127 - #9169 (plus online payments) Totaling: \$71,266.70 **Motion** Frandsen 2nd Thornhill to pay bills as presented. Motion passed unanimously. Marianne Schwandt also presented the bill for Steve Lewis painting, invoice was not given to the Clerk prior to the meeting. **Motion** Frandsen 2nd Thornhill to pay Steve Lewis from ARPA funds once the invoice has been turned in to the Clerk. Motion passed unanimously.

Old Business:

- A. ARPA/Covid Money – Received second check from Montcalm County for \$50,000 – confirmed with our County Commissioner that there is no stipulations on what the money from the county is spent on and that it does not have to be in the separate APRA bank account.
- B. Phone and WIFI has been upgraded to new equipment and there is WIFI in the Community Center. May need to get a booster for the community center if it seems to not have enough service.
- C. Knapp presented the board with a new proposal from Total Solutions LLC. It includes up to 100 hours of work at \$65/hr, Training for Clerk up to 15 hours, Training for Treasurer up to 15 hours & Post project findings report \$325 – Total for all \$8775.00. Motion Knapp 2nd

Frandsen to hire Total Solutions for entire proposal of up to \$8775.00. Motion passed unanimously.

- D. Budget Adjustments – **Motion** Knapp 2nd Thornhill move money under Complex Bus Garage repairs and maintenance / electric into General Fund. Roll Call Vote: Frandsen – yes, Knapp – yes, Thornhill – yes, Schwandt – yes, Boes – yes. Motion passed. **Motion** Knapp 2nd Boes to adjust the budget to reflect the correct salary amounts for Clerk and Treasurer as voted by resolution at the February 2022 Board meeting. Roll Call Vote: Frandsen – yes, Knapp – yes, Thornhill – yes, Schwandt – yes, Boes – yes. Motion passed

New Business:

1. Discussion about the various projects that need to be looked at around the Township Office and Community Center. The clerk will advertise the electrical scope of work and for a cleaning service for the Community Center to get bids/quotes. Will bring back contracts with scopes of work to review to make contracts for Cemetery Sexton/Groundskeeper, mowing contract (parks), plowing.
2. Credit Card – **Motion** Thornhill 2nd Schwandt to get three (3) credit cards through CFFCU with credit limit of \$5000 on each card, with three (3) authorized users Supervisor, Clerk & Treasurer. Motion passed unanimously.
3. New Attorney – Proposal from Leslie Abdoo from Foster, Swift, Collins & Smith out of Grand Rapids. Supervisor is going to speak with Pine and Cato Township, as they use this law firm as well, to ask about working with her.
4. Office Furniture – Looking at getting rid of the cubicles in the office, makes it very closed off and prohibits good lighting, want a more open and friendly office atmosphere. Thornhill suggested looking on orbitbit.com
5. Septic System – Motion Knapp 2nd Frandsen to hire Richards Septic to assist in finding the lids to the septic tank and get it pumped. Motion passed unanimously.
6. Building sign - need to decide what kind of sign we want for front of the building. Gary Patton had been contacted by the previous Supervisor but nothing has been given to the board for review.
7. MTA Classes – MTA Treasurers workshop is available on November 22 or 29th, Treasurer was not interested in attending. **Motion** Knapp 2nd Thornhill to cover the cost of the MTA New Official Training on Dec. 16th for any board member wanting to attend. Motion passed unanimously
8. Montcalm MTA dinner is December 13th at McKenna's in Lakeview.
9. Playground proposals were given to the board members from Melissa Stout. Board thanked her for her work on gathering information about playground equipment, but there was no formal discussion/ budget set nor motions made by the previous board. We will review after we have looked at all the projects that need to be done in the township. Tim Thornhill mentioned looking at the Ball Park and possibly a new score board.

Public Comment: Started at 8:30 pm Ended at 8:58 pm. A few things mentioned:

Welcome new board members!

Ball Park improvements needed – garbage cans & cleanup

Blight is getting out of hand and need to have a strong ordinance in place – Paris Rd, Coral

Boy Scout Building is a disaster, litter blowing all over, safety concern and has been this way for a couple of weeks.

Deputy Treasurer position needs to be advertised that it will lead into becoming the Treasurer with a timeline.

Veteran's Park proposal was sent to board in September, none of the new members have it.

Sparks Grant through the DNR for playground equipment.

Reynolds Township officials encourage our board members to take all the training available from MTA

Adjournment: **Motion** Frandsen 2nd Thornhill to adjourn at 8:59 pm. Motion passed unanimously.

Respectfully submitted: Andi Knapp MVT Clerk **Next Meeting: Monday, December 12, 2022, 7:00 pm**

Maple Valley Township – Coral Community Hall 7662 N Bailey Rd. Coral, MI 49322
Special Board Meeting Minutes for November 21, 2022

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

Board Members Present: Dan Boes, Andi Knapp & Tim Thornhill

Absent: Marianne Schwandt, Lee Frandsen

Guests Present: 16 community members signed in.

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

Old Business:

- A. Attorney – **Motion** Knapp 2nd Thornhill to hire Leslie Abdoo from Foster, Swift, Collins & Smith Motion passed unanimously
- B. Electrical Scope of work – **Motion** Knapp 2nd Thornhill to approve scope of work and to send it out for quotes. Motion passed unanimously
- C. Cleaning Supplies – Quote from KSS for cleaning supplies for the Community Center & Office as no cleaning supplies are in the supply room. **Motion** Knapp 2nd Thornhill to order supplies from KSS up to \$250. Motion passed unanimously
- D. Assessor – proposal presented from Amanda Toomey, MAOO. Discussed the need to have an assessor by December 1, 2022 since we have Board of Review in December. **Motion** Knapp 2nd Thornhill to accept the proposal from Amanda Toomey once it has been reviewed by our attorney with any adjustments. Motion passed unanimously
- E. Snow plowing – waiting to hear back from the mechanic on the status of the truck. We will hold off advertising for a plowing service until after we get the estimate on the truck. Steve Kain has been secured to plow Trufant and Coral using his own vehicle for the time being.

New Business:

1. **Motion** Knapp 2nd Thornhill to allow the Clerk to sign up for an Amazon Business Prime account \$69/annually. Motion passed unanimously
2. **Motion** Knapp 2nd Thornhill to purchase Microsoft Word subscription \$99.99 + taxes/annually and McAfee Antivirus subscription(2 year) \$79.99 + taxes for all computers. Motion passed unanimously.
3. Discussion about getting all township buildings rekeyed or all new locks installed, as there is no way of knowing who has keys or not, the last list in the office of who had been assigned keys was dated 2014 – need to look into this further, suggested keypads or actual keys.
4. Road Commission meeting is on Wednesday, December 14th at 11:40 am – Supervisor Boes will contact Mark at the Road Commission to get some insight on projects.
5. **Motion** Knapp 2nd Thornhill to purchase blinds for the office windows from Blinds.com totaling \$374.72 utilizing ARPA Funds. Motion passed unanimously
6. Montcalm MTA meeting has been changed to Tuesday, December 6. This notice has been emailed out to all board members. **Motion** Knapp 2nd Thornhill to pay for board members to attend dinner. Motion passed unanimously.
7. **Motion** Thornhill 2nd Knapp to advertise in the Daily News for Electrical work and a cleaning service. Motion passed unanimously

Public Comment: Started at 8:25 pm Ended at 8:47 pm. A few things mentioned:

Need a professional deep cleaning of the kitchen, can't even rent it out in its condition.

Clause in the Assessor contract about if she gets more training and adds more townships – we should know first.

Need the new doors in hall fixed! Huge gap under door letting heat out and critters in!

Need a better checklist of things to inspect after Community Center rental

Community Center Clean Up day – need to have one in the spring to work on inside and outside of building

Adjournment: **Motion** Knapp 2nd Thornhill to adjourn at 8:47 pm. Motion passed unanimously.

Respectfully submitted: Andi Knapp MVT Clerk **Next Meeting: Monday, December 12, 2022, 7:00 pm**

Maple Valley Township – Coral Community Hall 7662 N Bailey Rd. Coral, MI 49322
Regular Board Meeting Minutes for December 12, 2022

Meeting called to order 7:10 pm / Pledge of Allegiance by Dan Boes

Board Members Present: Dan Boes, Marianne Schwandt, Lee Frandsen, Andi Knapp & Tim Thornhill

Guests Present: approximately 40 community members signed in.

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

Approval of Minutes: **Motion** Frandsen 2nd Thornhill to approve Minutes from November 14, 2022 Reg. Board meeting Motion passed unanimously. **Motion** Knapp 2nd Thornhill to approve minutes from Special Board Meeting held November 12, 2022. Motion passed unanimously.

Public comment on Agenda items: 7:05 – Website Calendar being updated is great. Ended: 7:06 pm

Supervisor's Report: Township plow truck is need of a \$1200 repair, bad injector pump. Motion Knapp 2nd Thornhill to repair truck for \$1200. Motion passed unanimously. Need to update the scope of work for plowing, at what depth of snow will roads be plowed, Steve Kain has agreed to be the back up plow truck operator if needed. Petersen Park – Boy Scout building demolition mess was cleaned up by a group of concerned citizens, after multiple complaints to the Clerk & Supervisor. Coral Christmas decorations not hung up due to multiple electrical boxes not working on the poles. Attended the Montcalm MTA meeting where the Road Commission spoke about the road projects completed. Will be attending the MTA New Officials Training along with the Clerk on Friday, December 16th.

Treasurers Report: Beginning Balances – General Fund \$687461.49 ARPA/Covid Relief Fund \$241448.58 Ending Balances - General Fund \$707053.54 , ARPA/Covid Relief Fund \$291452.79 with additional CD's & Tax accounts Total Ending Balance \$1,197,777.72 **Motion** Knapp 2nd Frandsen to approve Treasurers Report as presented. Motion passed unanimously. Treasurer encouraged everyone to mail in their taxes, her office hours will be December 28th 9 am – 5 pm at the Township Office to collect taxes.

Clerk's Report: Blinds for the office have been purchased, original price quoted was \$376, ended up getting all 3 blinds for \$264. Cemetery records are in desperate need of organizing and updating, will be having a couple assist with this large project. Discussed the option of purchasing office furniture from the auction site Orbitbit.com, Trustee Thornhill will help the clerk with the process, looking for 3 desks, chairs, filing cabinet and any other office furniture that may be used. Wanting to update the office furniture and do away with the cubicles, which are dated and not an efficient use of the space. **Motion** Schwandt 2nd Frandsen to spend up to \$1500.00 on office furniture. Motion passed unanimously.

Report from County Commissioner: Pat Carr attended and let us know that he will try to attend a couple meetings a year, but if we need anything to reach out to his office. Animal control is looking people to fill open positions. Discussed County ARPA money given to townships, the first \$50,000 was requested to go to parks/recreation. Treasurer Schwandt reported that she was assisting Melissa Stout in applying for the DNR Sparks grant for the parks. Motion Schwandt 2nd Thornhill to set aside the \$100,000 from the County ARPA for park upgrades, not just equipment. Motion passed unanimously.

Report from Planning Commission: Working on Ordinance Book sections 11 -15. Still have 2 open positions on the PC. Robin Poulsen, Penny Bassett & JM Olson are all interested is serving on the PC.

Report from Zoning Administrator – Dave Kelsey: 2 permits, stated that he needs copy of Drivers License to be able to give out citations for blight or other zoning violations, says that is what is required from Montcalm Co. Court – PC members looking into this as other township issue citations to the property owners on file.

Report from Assessor – Amanda Toomey: Reported finding 3 PRE (primary residence exemption) not applied to property taxes in the stack of unopened mail from 2017 that was left from the former assessor. Those homeowners will be getting a refund on their property taxes. Will need to be adding information to our website, all sales studies.

Report from Community Center: 1 rental in November, someone has inquired about renting every Sunday starting in January through March 2023, board agreed if the individual rents the all the Sundays that the renter would only pay \$200 deposit for the month versus \$100 per day rented.

Report from Fire Board: **Motion** Knapp 2nd Frandsen to appoint Tim Thornhill and Mike Larsen to represent Maple Valley on the Fire Board. Motion passed unanimously

Reading of the Bills: Ck #9170- #9198, ARPA ck#1004 & 1005 (plus online payments) Totaling: \$100,900.31

Motion Frandsen 2nd Thornhill to pay bills as presented.

Old Business:

- A. Received 2 bids for electrical work to the Township Office and Community Center from Amble Electric & Brooks Electric. Will advertise the scope of work and all bids/quotes will be due to the Clerk no later than January 4th, 2023 for consideration at the January board meeting.
- B. Office furniture – discussed under the Clerk's Report.
- C. Website improvements will be discussed at a later date.
- D. Attorney – discussed the need to authorize the attorney to send demand letters/ legal action to the former board members to acquire documents, keys and access to email addresses that contain township business. **Motion** Knapp 2nd Frandsen to authorize attorney Leslie Abdo to send demand letters to former board members and move forward with any legal action if need be. Motion passed unanimously.
- E. Credit Card Policy – presented policy wording for board members to review.

New Business:

1. Board of Review 2023 – 2024 appointments – need 3 member and 2 alternates. **Motion** Schwandt 2nd Thornhill to appoint Meg Booth, Anne Miller & Jason Pendell to the Board of Review. Miranda Podell & Heather Deur as alternates. This includes paying for any training that the new members need to take to be compliant with state law. Motion passed unanimously.
2. Lakeview Community Schools (SET) contract was signed agreeing to collect summer taxes and being compensated \$2.50 per qualifying parcel (1393 parcels).
3. Wind Ordinance - **Motion** Knapp 2nd Thornhill to make the following change to the Wind Ordinance Final Draft from April 8, 2022: Section 4 Setbacks, Separations & Security (C) Non-Participation Lot Setbacks change three (3) time to five (5) times its tip height **Roll Call Vote:** Yes -Thornhill, Frandsen, Knapp, Boes No – None Abstain – Schwandt Motion Passed.
Motion Knapp 2nd Thornhill to make the following change to the Wind Ordinance Final Draft from April 8, 2022: Section 4 Setbacks, Separations & Security: (d) Add Rainbow & Maston Lakes **Roll Call Vote:** Yes -Thornhill, Frandsen, Knapp, Boes No – None Abstain – Schwandt Motion Passed. **Motion** Knapp 2nd Thornhill to adopt the Wind Ordinance with amendments by resolution. **Roll Call Vote:** Yes -Thornhill, Frandsen, Knapp, Boes No – None Abstain – Schwandt Resolution adopted.

Public Comment: Started at 8:30 pm Ended at 9:00 pm. A few things mentioned:

Thanked new assessor, Amanda Toomey, for being available and looking into issues.

Bill Roush needs to be contacted to fix new door installed in the Community Center, gap under door needs fixed.

Still need Deputy Treasurer. Thanked the board for voting in the Wind Ordinance. Trufant Cemetery – trees still not down when will work be completed. Boy Scout Building mess. Petersen Park – who really owns it? – board will have the Assessor investigate the deed of the park. Blight in Coral – need to get it cleaned up.

Adjournment: **Motion** Frandsen 2nd Thornhill to adjourn at 9:00 pm. Motion passed unanimously.

Respectfully submitted: Andi Knapp MVT Clerk **Next Meeting: Monday, January 9, 2023 at 7:00 pm**