

Claybanks Township

October 11, 2017
MEETING MINUTES

The regular meeting of Claybanks Township was called to order at 7:30 p.m. by Supervisor Smith with the Pledge of Allegiance. Members present: Smith, Freye, Eilers, Lombard and Rabe.

Agenda Additions - New Business F) Extra Pay for Park Helper; G) Snowplowing

Minutes

- (A) Approval of September 11, 2017 regular meeting minutes** - Dan Lombard made a motion to approve the September 11, 2017 regular meeting minutes. Second by David Rabe. All in favor. Motion carried.
- (B) Approval of September 25, 2017 Truth-in-Taxation Hearing minutes** - David Rabe made a motion to approve the September 25, 2017 Truth-in-Taxation Hearing minutes. Second by Brenda Eilers. All in favor. Motion carried.
- (C) Approval of September 25, 2017 special meeting minutes** - Brenda Eilers made a motion to approve the September 25, 2017 special meeting minutes. Second by David Rabe. All in favor. Motion carried.
- (D) Approval of September 25, 2017 workshop minutes** - David Rabe made a motion to approve the September 25, 2017 workshop minutes. Second by Dan Lombard. All in favor. Motion carried.

Accounts Payable

- (A) Amend Budget** - The cemetery expense is over budget by \$215.84; the road improvement expense is over budget by \$18,275.00 (due to Wilke Road project); and the park fund is over budget by \$9,569.29 due to electrical upgrades.
- David Rabe made a motion to move \$1,000 from the contingency fund to the cemetery expense. Rabe, yes; Freye, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried. New cemetery expense balance \$784.16; contingency balance \$6,983.00.
 - David Rabe made a motion to increase the road improvement expense by \$18,275.00, which is covered by road funds set aside in previous years. Second by Brenda Eilers. Eilers, yes; Lombard, yes; Smith, yes; Rabe, yes; Freye, yes. Motion carried. New road improvement balance \$0.00.
 - David Rabe made a motion to roll \$15,000 from last year's park income to this year's park expense budget. Second by Dan Lombard. Lombard, yes; Rabe, yes; Freye, yes; Smith, yes; Eilers, yes. Motion carried. New park expense budget: \$5,430.71.
- (B) Approve September Payables** - Brenda Eilers noted that check #9233 was voided, but still shows on the Cash Disbursements report. The correct total should be \$9,555.47. David Rabe made a motion to approve the general fund payables in the amount of \$9,555.47 and the park payables in the amount of \$1,411.55. Second by Dan Lombard. Rabe, yes; Freye, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried.

Correspondence –Miscellaneous correspondence was reviewed.

Public Comment – Nancy Schumacher wanted to address traffic and litter on her road from what she assumes is cottage rentals as the vehicle plates are from Illinois, for the most part. The problem seems to be from May until now. She said it gets worse every year and is unpleasant. Dick Smith stated the State of Michigan is working on legislation to address this and will take it out of local governments' hands.

John Jones asked for 10-12 minutes to read a report he prepared. He asked to speak with Supervisor Dick Smith alone before he read his report, which was declined. He also asked to meet with the entire board after the meeting to review his report. Mary Freye advised this would violate the Open Meetings Act and as we were in court she was uncomfortable with any meeting without the township's attorney present. Mr. Jones stated at last month's meeting we talked about the township's zoning function. He began to read his statement, which he said was drawn from depositions. Clerk Mary Freye interjected that she had read those as they were received from the township attorney. He began to read a narrative of the Bunce building dispute history. The supervisor interrupted him and stated that this is in the court and lawyers' hands. Mr. Jones said that the matter has been dismissed without prejudice, which the board was not aware of. Supervisor Smith suggested that Mr. Jones meet with Planning Commission Chairman Art Grumm about his zoning concerns. Mr. Jones requested that Mary Freye and perhaps David Rabe meet with he and Mr. Grumm following the meeting.

David Rabe stated he was present when the Ragnor Race came to the park. He said a lot of people came through and that the group seemed very organized and didn't destroy anything at the park.

Reports

- (A) **Financial** – Brenda Eilers informed the board she had to correct the August treasurer's report as it did not include petty cash from the Park. A copy of the corrected report was provided. September: General Fund \$202,906.32; Fire Fund \$58,184.19; Road Improvement Fund \$31,105.20, Park Fund \$56,296.22.
- (B) **Zoning Administrator** – Report given by John Muchna. Issued four permits.
- (C) **Planning Commission** - Report given by Art Grumm. A public hearing is coming up on October 24 for the special use permit application by Roberta Schultz to put her dog grooming business in a building at her home. About 25 more surveys have been received. Art will provide the board with an update at the next meeting. The replies do not appear to change the percentages much. Art also stated he received papers in the mail about a solar farm. The Planning Commission will hold a regular meeting following the public hearing.
- (D) **Cemetery Committee** - Report given by Carol Royalty. The cemeteries look very nice. She requested that Dan Lombard turn the water off before the weather turns too cold.

Unfinished Business

New Business

- (A) **Audit Results - Need Corrective Action Plan for Budget Variances** - The township received a letter from the Michigan Dept. of Treasury as a result of our audit. It asked for a corrective action plan as our road improvement expense exceeded the budgeted amount. This is a result of the Wilke Road project, which was covered by funds set aside for road improvements in previous years. The township CPA was contacted, who advised us that these corrective action plan requests are new in the last year. She said this was minor as funds were available to pay for the expense, it just was not reflected in the budget. She advised that we state this in our corrective action plan and that we will make formal budget amendments when we spend more than planned, and it should be resolved. Mary Freye made a motion to submit the corrective action plan advised by the CPA. Second by Brenda Eilers. All in favor. Motion carried.
- (B) **Update Website** - Deerpath Web Design spoke with Mary Freye about updating our website. The update would provide ease of use and better security. The website design and layout will be mobile responsive. A quote was presented in the amount of \$1,069.00. David Rabe made a motion to update the township website with Deerpath Web Design with maintenance

plan #1 at the cost of \$1,069.00. Second by Brenda Eilers. Rabe, yes; Freye, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried.

- (C) Zoning Administrator and Assistant Job Descriptions** - John Muchna reviewed the suggestions from the September 25 workshop and commented on them. He agreed with most suggestions. He did state we do not require a survey for placement of footings or a house, but rely on what the property owner says. He wasn't sure seminars were important and did not think construction experience was necessary for an assistant. When asked how much time he spends at this job per week or month, he stated he did not know. He said that phone calls average 15 to 20 minutes each. He also suggested that whoever fills these positions needs to be able to type. Dick Smith suggested checking with other townships to see what they use for job descriptions. John Jones said there are good descriptions and he was willing to print some off.
- (D) Road Commission Request for 2018 Wish List Projects** - After much discussion, it was determined to place 48th Avenue from the county line to Wilke Road on the wish list as it is in very bad shape. 64th Avenue from Town Corners to Arthur Road also needs to be wedged. Art Grumm stated that Scenic Drive was the main complaint on the survey. Road Commissioner Carr was present at last month's meeting and advised that Scenic Drive was on their radar. The form was filled out for 48th Avenue and 64th Avenue. The Supervisor signed it and it will be mailed to the Road Commission.
- (E) Road Commission Invitation to Road Reception - Who will attend?** After discussion it was determined that Dick Smith, Dan Lombard, David Rabe and their spouses will attend the Road Reception dinner. The form will be filled out and mailed.
- (F) Park Help Extra Pay** - Dick Smith said that Jesse Cisneros sang the praises of Jake Jancek, the park helper this summer, and Dick wondered if we should consider a bonus of some kind for him. David Rabe said his seasonal employees all get paid extra at the end of each season for a job well done. Brenda Eilers made a motion to pay an additional 55 hours to Jake Jancek. Second by Dan Lombard. Lombard, yes; Rabe, yes; Freye, yes; Smith, yes; Eilers, yes. Motion carried.
- (G) Snowplowing** - David Rabe has asked Karl Lemmen if he is willing to snowplow for us each winter and wondered if the board would like him to speak to Karl for this season. Dan Lombard stated he would be working with him and can see if he is interested. Dan will report back in November.

Supervisor Comments - None

Adjournment - 8:53 p.m.

Respectfully submitted,

Mary A. Freye, Clerk