

# MILLEN TOWNSHIP BOARD MEETING MINUTES

Date: April 5, 2021

Time: 7:00 PM

Place: Millen Township Hall (FOE Area) following Covid-19 Social Distancing and masks requirements

- **Call to Order and Pledge of Allegiance**
- **Roll Call Attendees:**
  - **Board:** Supervisor Dennis Smith, Clerk Cathy Ostrander, Treasurer Barbara Bartlett, Trustee Jeff Somers, Trustee Scott Kosal
  - **Other Officials:** Rich Gillies, Mike Davio, Rodney Cordes
- **Public Comments not on the agenda** - None
- **Reports**
  - Clerk:
    - i. Motion to approve meeting minutes as written for March 1, 2021 Millen Township Board Meeting. Motion by Somers, 2<sup>nd</sup> by Kosal and motion carries.
  - Treasurer:
    - i. General Income Fund: \$91,395.00
    - ii. Road Fund: \$146,231.18
    - iii. Fire Fund: \$0
    - iv. Total: \$237,626.18
    - v. Motion to accept Treasurer Report, subject to audit. Motion by Somers, 2<sup>nd</sup> by Kosal, motion carries.
    - vi. Motion to pay bills, subject to board's post-audit policy authorizing payment: Checks #11059- 11096; Wages, EFPTS, Consumers, FOE, Alcona County Review, Barton City Fire Dept., Postage, Alcona County Treas., Cemetery Digging, Internet VOIDED Checks -11094; 11078-11082 (Millen Twp. 2020-2021 hold over check for close of previous fiscal year) Motion by Kosal, 2<sup>nd</sup> by Somers, motion carries.
    - vii. Treasurer and Clerk Balance – yes
    - viii. Bartlett distributed the Adopted Budget for fiscal year 2021/2022 and end of fiscal year 2020/2021 budget to actual report. The final end of the year 2020/2021 budget has minor revisions to reflect some of the actual costs incurred to year end.
  - Road Committee – Smith contacted road commission regarding township drive around for potential road projects. Waiting for return communication from Road Commission. Expecting date to be set once road restrictions are lifted. Material costs are now available. No additional update.
  - Zoning/Planning
    - i. Unlicensed vehicles stored in yards – Davio.
      1. Property at 1781 Jewell Lake Dr. - Owners stated they will have vehicle removed by April 9<sup>th</sup>.
      2. Property on Walker Rd. - Owner at PO Box 296 mailing has had registered letter returned five times. Tax bill uses this address without return. More investigation needed to serve notice to owner.
      3. Jewell Lake Dr. Fire Damaged Property – Davio. No additional update.
      4. One building permit issued for a small deer camp.
    - ii. Ordinance updates – Gillies
      1. Short Term Rental Properties, adequate parking? Gillies reviewing other local township ordinances as a model. Parking is tied to property sq. footage and

number of bedrooms. Review to be made at Zoning and Planning Meeting and bring forward to future Township Board Meeting for review and decision. Potential for June/July Township Board Approval.

2. Tiny House – Ordinance proposal to be reviewed at April Zoning and Planning Meeting then Township Board and Public Hearing for May.
3. Gravel – Ordinance to be reviewed with Township attorney. Recommendation to be reviewed at next Township Board Meeting.

○ Cemetery Sexton Update – Bartlett

- i. Burial at Cemetery on April 3
- ii. Review if Cemetery Committee is required or if review at Township Board review is preferred. Decision for Township Board review only and not to add a 2021-2022 Cemetery Committee.
- iii. Cemetery Spring cleanup will be made prior to Memorial Day. Bartlett to work with Stout Lawn Service to remove all old graveside decorations (silk flowers, ornaments, Christmas wreaths, etc.) Ordinance will be posted outlining cemetery rules prior to item removal.
- iv. Bartlett working on mapping cemetery plots to certificates of use. Ground markers will be used/updated to match cemetery log/map.
- v. New cemetery digging contact expense increases to \$600 per full grave site and remains the same at \$75 for cremation burial site. Bartlett confirmed this is the same increase at all local cemeteries. Bartlett proposed maintaining current cemetery burial income at \$150 per full grave burial site and \$25 per cremation burial site which is added to expense of burials. New cemetery contract with Everett Leeseberg. Motion to approve by Smith, 2<sup>nd</sup> by Somers and motion carries.
- vi. Bartlett ordered gravesite American flags. Large flag to be ordered for Cemetery to replace worn flag. Park flag is still in good condition and will not be replaced. A special thank you to Veterans Affairs in Alcona County for reimburse cost of flags.

○ Fire Department – Cordes

- i. Recent calls include – 3 medical, 1 grass fire, 1 building fire at Curan BP Station, 1 Wood (40 cord) fire in Curan.
- ii. Construction of Fire Hall continues with interior wall, rafter setting and electrical. Potential for 14 week delay on windows and doors due to material shortages in the lumber industry. Construction cost increases due to material cost increases.
- iii. Emergency Management Grant for 4 wheeler purchase may be delayed until next year due to approaching May 31 deadline for bids to be submitted.

● **Unfinished Business**

○ Contracts

- i. Cemetery Contract – Approved (Everett Leeseberg), Supervisor Smith signed and Bartlett to deliver contact for signature and insurance copy from Leeseberg. To be filed with Clerk.
- ii. Park Contract – Completed (Andrew and Naomi Cox) and filed with Clerk.
- iii. Lawn Maintenance – Completed (Stout Lawn Service) and filed with Clerk.
- iv. Assessor – Completed (Randy Thompson) and filed with Clerk.

○ Grant Writing – Park Tree Trimming – Smith

- i. Smith has 3 bids returned. Holding on executing on trimming projects at Park due to high cost. Holding on Cemetery trimming as Road Commission is completing trimming along Burns Rd. Township to re-assess Cemetery status after Road Commission work is completed.

- ii. Two potential Park Grants (Northeastern Community Foundation Grant and Forestry Grant). Trustee Kosal has volunteered to write the grant proposals on behalf of the Township for Park tree trimming.
- iii. Members discussed potential for grant money coming to the Township as part of the Federal Cares Relief package. Money designated for both county and township level. Rodney Cordes suggested that all Alcona County township supervisors meet to discuss the Federal Cares Relief package to determine how we better understand funding requirements and process. Suggestion made to also contact the MTA for information.

- **New Business**

- Spring park clean-up – Proposal for April 26-29<sup>th</sup> for Township Volunteers to help cleanup leaves and branches. Volunteers to please bring rakes and leaf blowers. Meet at the park at 9:00 am. Smith securing dump trailer for debris removal. Ostrander to post information in town and send copy to Somers for Township website.
- Thanks to Jeff Somers for taking on the Township website and the typing of the Township Ordinance Revisions as they are approved by the Township Board. Township minutes, agenda and other useful information are being added to the website.
- Bartlett questioned if the Board members would like to have an agenda slot at each meeting to report out on what each member is working on each month.  
It was decided that this suggestion was not necessary.  
Each board member already reports on their agenda items during the meeting and they can add other information. Members were reminded to send agenda items to the Clerk.

- **Public Comments** – none.

- **Adjourn** – Motion to adjourn by Somers, 2<sup>nd</sup> Kosal, and motion carries.

**\*Next Meetings:** April 19, 2021 (3<sup>rd</sup> Monday of month at 6:30) - Zoning and Planning  
May 3, 7:00 pm - Township Board Meeting

*Meeting minutes respectfully submitted by Clerk, Cathy Ostrander*