

MILLEN TOWNSHIP BOARD MEETING MINUTES

Date: July 1, 2024

Time: 7:00 PM

Place: Millen Township Hall

1) **Call to Order and Pledge of Allegiance**

2) **Roll Call**

- a. **Board** – R. Dennis Smith-Supervisor, Barb Bartlett-Treasurer, Cathy Ostrander-Clerk, Scott Kosal-Trustee, Jeff Somers-Trustee
- b. **Other Attendees** – Terry Small-Commissioner, Rod Codes, Rich Gillies

3) **Public Comments** – None.

4) **Reports**

- a. Clerk:
 - i. Motion to approve meeting minutes Township Board Meeting June 3, 2024. Motion by Kosal, 2nd by Somers. Motion carried.
- b. Treasurer:
 - i. General Income Fund: \$128,103.60
 - ii. Road Fund: \$80,875.59
 - iii. Fire Fund: \$0
 - iv. ARPA Fund \$5,332.45
 - v. Total: \$214,311.64
 - vi. Motion to accept Treasurer Report, subject to audit Motion by Somers, 2nd. Motion carried.
 - vii. Motion to pay bills, subject to board's post-audit policy authorizing payment: Checks #12123-12156; wages, EFPTS, Consumers, FOE (rent), Election Training, (Cemetery Markers & Flag Pole Repairs) Lincoln Hardware, Holland Supply (grave markers), AV Ballot Postage, Pension Plan Annual Fee, Burial, Dust Control, Insurance Annual Policies. Motion to pay the bills by Somers, 2nd by Kosal. Motion carried.
 - viii. Treasurer and Clerk Balance – Yes
- c. Road Committee-
 - i. Edgewood Drive – Apply limestone to gravel to existing surface. Tabled for additional feedback. Move to next year.
 - ii. Waiting for bid on Louis Lane to apply asphalt or chip/seal coat. Tabled for additional feedback. Campbell has bid of \$15,000 approximately with official written bid coming.
 - iii. Speed study to start next week. Follow-up to previous study.
- d. County Commissioner: T. Small. Broad Band Update Feedback from Commissioner's Meeting
 - i. County to sign contract next Wednesday with Cherry Capital Traverse City.
- e. Zoning/Planning: Rich Gillies/Scott Kosal
 - i. Property Complaints – Kosal/Smith/Gillies to meet with the Attorney.
 - I. Potentially condemned trailer on Jewell and Burgess.
 - II. 1600 Walker complaint on garbage and used unlicensed vehicles in the yard.
 - III. 914 Jewel Drive – Property has a tree fallen through window and door.
 - ii. Zoning Board Meeting Updates –
 - I. Supervisor Smith – Zoning Ordinance & Civil Infraction to review with Township Attorney. Next step review format of all past ordinances with Denise Klein at NEMCOG. Kosal and Gillies to meet with Cline.

- II. Short Term Rental Ordinance-Gillies went to Commissioners meeting ordinance #1-2024 was approved to remove ordinance from Zoning Ordinance. Resolution 2024-08 amend ordinance to remove from Zoning Manual. Motion y Kosal, 2nd by Somers. Roll call vote. – Kosal, Somers, Smith, Ostrander, Bartlett. Nays- None. Motion carries.
- III. Resolution 2024-09 Millen Township Short Term Rental Ordinance. Motion by Kosal to accept 2024-09 to adopt the Short Term Rental Ordinance into Millen Township Ordinance Manual. Motion by Kosal to accept, 2nd by Somers. Roll Call vote: Yes – Smith, Somers, Kosal, Ostrander, Bartlett. Nays-None. Motion carried.
- IV. Kosal had many residence requesting information on building codes. Anticipate future building permit requests.
- V. Trailer on Burgess has been removed.
- VI. Condemned home on Burgess under review.
- f. Cemetery Sexton Update: B. Bartlett
 - i. Cremains burial on Saturday.
 - ii. Mowing July 2 in prep for Independence Day
- g. Fire Department: Chief Cordes
 - i. Breakfast at the fire hall on Saturday 8:00 am-11:30 am
 - ii. Potentially new candidates for Fire Department

5) Unfinished Business

- a. BC Bar Property Tax – Letter from Twp. Attorney and new forms to stop future tax obligation if requirements met.
- b. Oak tree on the back of ballfield fence line removal. Contract given. Trees to be removed.
- c. MTA Par Plan Risk Grant potential for rubber mulch. Kosal applied to MTA Grant site for website password. Smith has the bid on the rubber mulch.
- d. Ground leveling at park in pickleball and basketball court areas. Supervisor Smith working
- e. Lappan Agency – Luciana King to review buildings for proper insurance coverage for buildings. Need update.
- f. Ball Field Fence Post Grant Project - \$5000 grant received. Kosal to review additional funds to be used on the remaining portion of the fence. Kosal to contact grant agency to determine if remaining funds may be spent on the tree removal on the fence line. Smith contacted McFadden for a timeline and asked to finish prior to the July 4th Celebration. Kosal to follow-up.
- g. Township picnic will July 23 at 6pm Millen Township BC Park Pavilion. Denny will be cooking at 5:00 pm.
- h. Township Financial Audit by UHY LLP on June 11 at 8:00 am. Auditors were very pleased with the audit and no issues found. Formal audit to be received in writing.

7) New Business

- a. Pension Fund –
 - (1) Review if Unassigned Fund to be turned over to the State of Michigan unclaimed funds Dept.- Tabled until next month.
 - (2) Proposed Resolution for employees to move the account after departing as an employee. Clerk to check with MTA on rules the review with the board.
 - (3) Future Trustees of Account – Recommendation Clerk and Treasurer for new Board. Motion to move trustee of Pension Plan to be the Clerk and Treasurer. Motion by Somers, 2nd by Kosal. Roll Call Vote. Yes – Smith, Somers, Bartlett, Kosal
- b. Deputy Clerk – Mary Somers to replace Nancy Newberger. Thanks to Nancy for her service as Deputy Clerk.

- c. Supervisor Smith was contacted by Park Manager Sutton. Pavilion cook shack, Rest rooms were vandalized with paint balls “Goblies”. Smith power washed the doors to clean up the park prior to the Independence Day Celebration.
- d. Park Water test were completed and approved. Thanks to Andy Cox – Cox Plumbing and Heating.
- e. Bartlett presented a new budget sheet with quarterly revisions with yellow highlights. Filed with minutes.
- f. Tax Bill due date typo shifted date to September 16, 2023 (not 2024). **TAX DUE DATE IS 9/16/2024.**

8) **Public Comments** – None.

9) **Adjourn** – Motion to adjourn by Somers, 2nd by Kosal. Meeting adjourned at 8:04 pm.

***Next Meetings:** *July 15 7:00 PM Zoning Board*
 August 5, 7:00 PM Millen Township Board Meeting

*** Minutes respectfully submitted by Clerk, Cathy Ostrander***