

MILLEN TOWNSHIP BOARD MEETING MINUTES

Date: August 5, 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** – Rich Gillies, Terry Small

3) Public Comments –

4) Reports

- a. Clerk:
 - i. Motion to approve meeting minutes Township Board Meeting July 1, 2024. Motion by Kosal, 2nd by Somers. Motion carried.
- b. Treasurer:
 - i. General Income Fund: \$120,379.83
 - ii. Road Fund: \$87,064.90
 - iii. Fire Fund: \$0
 - iv. ARPA Fund \$3,654.74
 - v. Total: \$211,099.47
 - vi. Motion to accept Treasurer Report, subject to audit. Motion by Somers, 2nd Kosal. Motion carried.
 - vii. Motion to pay bills, subject to board's post-audit policy authorizing payment: Checks #12157-12205; wages, EFPTS, Consumers, FOE (rent), Election workers/Training, Quill, burials, Attorney fees, Auditor fees, Mowing, Hardware, C&S Dust Control, Internet, Park Plumbing/water test, cemetery markers. Motion by Somers, 2nd by Kosal. Motion carried.
 - viii. Treasurer and Clerk Balance – Yes
- c. Road Committee-
 - i. 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. Pending.
 - ii. Speed study results and recommendation. Completed. Waiting on written. 37 MPH average for the 85th percentile. Most likely recommend 35 MPH to replace the 25 MPH limit.
- d. County Commissioner: T. Small.
 - i. Broadband update. Commissioners meeting Wednesday. Kosal asked for Engineering report and to be notified when available.
- e. Zoning/Planning: Rich Gillies/Scott Kosal
 - i. Property Complaints – Kosal/Smith/Gillies to meet with the Attorney. Documents under review from NEMCOG Denise Klein and Township Attorney. Require a working meeting to review documents. Reviewing enforcement side focusing on ordinance 1462. Kosal makes a motion to sign a planning services contract (\$130/hour as used) with NEMCOG at for future review. Second by Somers. Motion carried. Gillies to request a copy of the contract tomorrow.
 - 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 Denice Cline at NEMCOG. Kosal and Gillies to meet with Klein.

II. Condemned home on Burgess under review.

f. Cemetery Sexton Update: B. Bartlett

- i. Markers for expansion have been delivered.
- ii. Existing section in front of shed has been measured. Some of the lots have markers and some do not. Will replace and add markers according to the measurements and redraw the map of that section. Some of the monuments and actual burials are in walkways and in wrong rows. This will be completed within the next couple of weeks. There are people waiting for lots in that section and we need to be sure we are selling them the correct lots.
- iii. Letter being sent to lot owners that are planting shrubs and adding wood chips to gravesites. This makes it difficult to mow and weed whip.

g. Fire Department: Chief Cordes

5) Unfinished Business

- a. BC Bar Property Tax – Letter from Twp. Attorney and new forms to stop future tax obligation if requirements met. (\$6832.07 still owed. Letter going in mail tomorrow.)
- b. Oak tree on the back of ballfield fence line removal. Contract given at \$6000. Trees removed. Invoice to follow.
- 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. Update – pay for mulch first and then grant will pay as a reimbursement. Mulch was recommended by Risk Manager to provide protection on play equipment. (Estimate of \$1627.88)
- 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. Clerk to follow up.
- 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. Tree removal is supported in part by the grant money. McFadden update will start on the fencepost next week.
- g. 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.

7) New Business

- a. Motion for signature approvals for bank accounts with Huron Community Bank. General Account - Add Mary M.Somers, Deputy Clerk. Remove Nancy Newberger, Deputy Clerk. Tax Account - Delete Nancy Newberger.
- b. Resolutions and Ordinance Manual Review (Ordinance 1462)
 - 1) Ordinance Book
 - 2) NEMCOG Review
 - 3) Attorney Review
- c. Bartlett – Budget Update presented in minutes:
 - 1) Park expenses not in the current budget. Park insurance increase of \$1,940 over last year, Tree/stump removal cost of \$6,000. Transfer from prior year balance \$8,000 to this fiscal year budgeted income and adjust park expenses accordingly. Amount not used in the current \$5,000 park grant may be applied to the tree/stump removal cost of \$6,000. Motion by Bartlett, 2nd by Somers. Motion carried.
 - 2) Bartlett - Road Repairs question. There are two contracts signed with the county. There will be no other contracts this fiscal year.
 - 3) NEMCOG FEES - Will adjust current year budget as expenses are incurred.

4) Rubber Mulch - Kosal to apply for grant. Once approved, the grant requires the township pay for the mulch first and then submit for approved reimbursement. Mulch estimate is \$1,627.88. Will adjust current year budget as expense is incurred.

d. Smith – Attending Commissioners Meeting to request for PILT funding in next budget for County.

8) **Public Comments** – None

9) **Adjourn** – Motion by Kosal to adjourn, 2nd by Somers. Motion carried. Meeting adjourned at 7:24 PM.

****Next Meetings:***

August 19 7:00 PM Zoning Board

Tuesday-September3, 7:00 PM Millen Township Board Meeting