

**APPROVED MINUTES
COLDSPRINGS TOWNSHIP
REGULAR BOARD MEETING MINUTES
COLDSPRINGS TOWNSHIP HALL-COUNTY ROAD 571
MONDAY June 13, 2016 7:00 P.M.**

Supervisor Hoffman called the meeting to order at 7:00 p.m. Pledge of Allegiance was said by all. Board members present at roll call were Supervisor Hoffman, Clerk Collins, Treasurer Smith, Trustee Schaller, and Trustee Malott. Ten members of the public were also present including County Commissioner Stu McKinnon.

Adoption of the Agenda: Supervisor Hoffman wanted to add 3 people to our agenda after correspondence. **Motion** by Malott to adopt the agenda as amended. **Supported** by Schaller. All in favor. Motion carried.

Establish any conflict of interest of items that are on the agenda:
None were presented.

Approval of Minutes from the May 9, 2016 Regular Board Meeting:
Motion by Smith. **Supported** by Malott to approve the minutes from the May 9, 2016 Regular Meeting. All in favor. Motion Carried.

Correspondence was reviewed:
Clerk Collins stated that she received the Sheriffs' report for the month of May 2016. We had 24 incidents in the month of May and a total of incidents for the year of 102. We also received the inspection form for The OLE Soul LLC. The Sheriffs' report and the inspection form are on file in the clerks' office. Clerk Collins stated that she also received the Road Commission minutes and had e-mailed them to all the board members. A copy of the minutes are on file in the clerk's office. The clerk also stated that we had received a refund of dues paid to the Michigan Township Participating Plan of \$336.44. The clerk also received a preliminary copy of the August Ballot it is on file in the clerks' office. Our audit which was handled by Tobin & Co. went well with no problems to report. The clerk reported that the construction on the Township hall has started and one problem has come to light and needs to be addressed. The laundry sink needs to be replaced and this was not included in the estimate. A **Motion** by Malott to approve an amount not to exceed \$300.00 to replace the sink. **Supported** by Collins. All in favor. Motion Carried.

Brad Heikkila – Addressed the Township Board he is running for the position of Register of Deeds. After a brief description of his back ground he thanked the Township Board for their indulgence.

County Clerk Deborah Hill- Addressed the Township Board she is running for re-election to the County Clerk position. After a brief description of her job and background she thanked the Township Board for their time.

Register of Deeds JoAnn DeGraaf-Addressed the Township Board she is running for re-election to the position of Registrar of Deeds. After a brief description of her job and background she thanked the Township Board for their time. She also wanted to let the public know that they can sign up for a property fraud alert to make sure your property is protected. If you would like to sign up for the fraud alert go to www.propertyfraudalert.com and choose Kalkaska County, or call 1-800-728-3858. If you need any further information please contact JoAnn Degraff, Registrar at 231-258-3315.

Committee Reports:

(A)Planning & Maintenance – Trustee Schaller stated that the T-posts are now installed at little Twin Lake access site. Schaller wanted to know if the Board still wanted to go ahead with the split rail fence. After a brief discussion it was decided to wait and see if it was necessary and it could be installed at a later date. Schaller also stated that he is looking into the access site to see if we can fix the problem with the pea rock he will be contacting Matt’s to see if anything else can be used. Schaller will bring his findings to the board next month. Schaller also wanted to commend our maintenance man for the excellent work he does in the cemetery, Sands Park and the road endings. Schaller also stated that he had talked to the clerk about the possibility of removing the green posts that are on the cemetery. Schaller is going to find out the cost of getting new markers for the cemetery and at that time removing the green posts, he will bring his findings to the Township Board next month and at that time we will decide if it should be done this year or wait until next year and include it in the budget. Schaller also reported that the new mower for the Township will soon be here. The old tractor needed more work and now is working fine, and when the new mower gets here the old tractor will be used for maintaining Sands Park and the road ending. Schaller also stated that the swim bouys are installed and the bathrooms at Sands Park are pumped out, the stairways were closed off and signed that they are not to be used. Schaller also looked at the dock and said everything is fine but we might want to consider adding some guards to the dock to help protect the boats, he said he would look into that. Schaller is still trying to get the all the cameras to work at Sands Park, he is working by phone with the company that installed them and also with the former Trustee, he will give us an update next month. Chuck Vernon also stated we have more trees that have died from the oak wilt disease so we will have to have more trees removed in the fall of 2017 after they have set for a year.

(B)Fireboard – Treasurer Smith presented the minutes from the June 1, 2016 Fireboard meeting. The minutes showed that there were 8 Fire runs and 13 Rescue runs for the month of May. Frederic ALS had 29 calls, 3 transported to Kalkaska, 15 to Munson, 1 to Grayling and 5 inter-facility transfers. A complete copy of the minutes are on file in the clerks’ office.

(C)Road Commissioners Meeting – Trustee Malott gave us an update on the construction projects. County Road 612 from 517 to E Shore Drive will be started in 2017. With the safety issues on this stretch of 612 a paved 4 foot shoulder will be added. Malott also stated that the first phase of the resurface of Starvation Lake Rd will be done by Elmers. This first phase starts at Cunningham and goes east to the Township line with the work commencing on July 5. The second phase from Cunningham west to 571 at this time has no start date as of yet.

(D)Sheriff Department – Officer Brian Peacock is our Township liaison please contact the Township with any ordinance violations and officer Peacock will be notified. Or call 231-258-3350 to leave a message for Officer Brian Peacock. Officer Peacock was in attendance and gave a brief report on the complaints being handled by him. The month of May Officer Peacock handled 7 Civil complaints, 2 Township Ordinance, and 6 Property checks. A copy of Officer Peacocks report is on file in the Clerks’ office.

(E)County Commissioner – Stu McKinnon gave the township board an update of things going on at the county level. The County has contracted for 3/30 days Bill Kerr and Bob Englebright to fill the vacancies in the Equalization Department after 90 days and looking at further applications the County will fill the vacancy on a more permanent basis. Also Stu Stated that he is running for re-election for County Commissioner and has worked with both Deb Hill and JoAnn DeGraff and he stated that you can’t ask for any better workers and that they are a real asset to the County.

(G)Hospital Board – Ray Hoffman stated that he did not attended the Hospital Board Meeting on May 24, 2016, but the points of interest are on file in the clerks’ office.

Treasurers Report:

Treasurer Smith presented the monthly reconciliation report for the month ending May 31, 2016. The report showed that there was \$358,396.00 in the various Bank accounts, \$10.07 in the Forest Area Federal CU, \$10,697.46 in the Building Fund at Chemical Bank, \$101.42 in the Tax account at Chemical Bank and \$100.00 in the Cash on hand Fund. **Motion** by Schaller. **Supported** by Malott to accept the Treasurer’s report as presented. All in favor. Motion carried.

Old Business:

(A)**Encroachment at Sands Park** – Supervisor Hoffman said they had a non-jury court date had been set for August 16, 2016. Supervisor Hoffman he will keep us updated on how this case is going.

(B)**Extra Ad for Assessor position**-After a brief discussion the Township board

decided against placing any other ad's for the Assessors position at this time since we have 3 candidates. The clerk also presented the board with a job description that she had drawn up for the potential Assessor. The clerk wanted to know what the board thought of the job description and if she should send it to the possible candidates along with a letter inviting them to our next board meeting for an interview. A **Motion** by Malott to send the letter and the job description to all possible candidates inviting them to our Board Meeting in July. **Supported** by Smith. All in Favor. Motion Carried.

New Business:

(A) Punch and Judy/Sleepy Hollow Special Assessment District-Clerk Collins presented the signed petition for the SAD to the Township Board and also Resolution #8 to accept the petitions. Our Assessor has reviewed the petition and has given the Township the go ahead for the SAD with 67% of the owners signing the petition. A **Motion** by Collins to adopt Resolution #8 to receive and create a Special Assessment District and to schedule a public hearing. The date of that public hearing is July 5, 2016 at 6:00p.m. **Supported** by Smith. All in Favor. Motion Carried.

(B)Discuss variance Applications: After a very long discussion on the Township Boards role on variances, a **Motion** was made by Malott to stand mute with no opinion and let the County Zoning Board make the necessary decisions and for the clerk to send a letter with this decision to the Zoning Board. **Supported** by Hoffman. All in favor. Motion Carried.

(C)Treasurer's update of tax information- Treasurer Smith stated she attended a special meeting of the Treasurer's at the County building on Tuesday June 7, 2016. At this meeting the Township treasurers' were informed that the county will no longer be printing the tax bills for the Treasurers'. So Treasurer Smith has received from the county the tax bill Template and will have to enter all of our information. Kalkaska county is going to use KCI and this is the company that the Treasurer would recommend for the printing of our tax bills. A **Motion** by Malott for the Treasurer to go ahead and have the tax bills printed using KCI printing. **Supported** by Collins. All in favor. Motion carried. Smith Also looked into a remote deposit capture to run the tax checks through. The cost of the unit is \$779.10 with a \$45.00 a month maintenance fee. Smith stated that this would save the township on mileage expenses over time since during tax time at least 2 trips a week to the bank costs \$28.75 a week and this would eliminate some of the trips to the bank. Also the checks would be held in house and the Treasurer would have access to them. **Motion** by Collins to purchase the remote deposit capture unit for \$779.10 and accept the monthly maintenance fee of \$45.00. **Supported** by Schaller. All in favor. Motion Carried. Smith is also looking into having the paid taxes being put on our web-site to try to elevate some of the phone calls the Treasurer receives. The

Treasurer will keep us updated on this.

Approval of Bills:

Bills were reviewed. The total of bills to be paid is \$31,478.99 for the Township. **Motion** by Smith to approve paying the bills as presented. **Supported** by Malott. All in Favor. Motion Carried.

Public Comment: Started at 8:31 p.m. – A resident asked if the Assessor’s job description included education. Supervisor Hoffman stated all Assessors have to meet state requirements. A resident asked if we are going to advertise the road millage being added to the ballot. Supervisor Hoffman stated that the road mileage was mentioned in our news-letter and has been in our minutes that are published on our website.

Adjournment:

Motion to adjourn at 8:40 p.m. by Smith. **Supported** by Malott. All in Favor.

Cheryl Collins
Coldsprings Township Clerk