

# **Maple Ridge Township Regular Meeting Minutes**

June 30, 2015

## **I. Call to order**

Supervisor, **Judy Trudell** called to order the regular meeting of the **Maple Ridge Township Board** at **7:00pm** on **Tuesday, June 30, 2015** at the **Maple Ridge Community Building**. Board Members present were Trustees Bill Toyra & Janet Pattan, Supervisor Judy Trudell, Clerk Sue Sicotte, and Treasurer Barb Nummilien.

## **II. Pledge of Allegiance Recited**

**III. Guests:Kristi Steger & Katie Botsford-Delta County Public Health Dept:** A presentation was given on Tobacco Free Parks and Recreation areas. Each Board Member was given a packet detailing the program. If Maple Ridge Township would like to pursue this option for our community Delta County Public Health has free signs available to post in the designated smoke free areas.

**IV. Approval of June 30, 2015 Agenda:** Stood as written

## **V. Consent Agenda:**

*Regular Meeting Minutes May 26, 2015, Stood as written*

*Payment of Bills moved to item #10 by Treasurer's request*

*Treasurer's Report-moved to item#10 by Treasurer's request*

*Clerk's Report-moved to item #10 by Clerk's request*

*Trustee Reports: Bill gave Liquor Law report and Janet had no cemetery report*

*Supervisor's Report moved to item #10 by Supervisor's request*

Motion by Janet, supported by Bill to approve the items in the consent agenda. Janet, Sue, Judy, Barb and Bill-All Ayes. Motion Carried.

**VI. Assessor's Report** Daina gave each Board Member a copy of her report. Attachments were given to Judy. They will be left in the office for a short time for anyone who would like to make copies of any of them.

**Recessed the Regular Board meeting at 7:35pm for Public Hearing**

**Public Hearing to close CDBG Grant:** Public Hearing was opened at 7:36pm to close the CDBG Grant. Brief overview of the Grant was given. No Public Comments. Hearing was closed at 7:41pm.

**Regular Monthly Board Meeting Adjourned at 7:42pm**

## **VII. Public Comment:**

*Ted Bartczak* commented on the Rock Water System billing being done by the City of Gladstone, Thank You to Barb for years of service as Billing Clerk for the Rock Water System, Contract for Cedar Lane Road work being done.

## **VIII. Unfinished Business**

*A. Budget Amendment for RWS:* Motion by Sue, supported by Janet to take \$3,750.00 from Equipment Repairs/Maintenance and put it into the Contracted & Misc Labor account. All Ayes. Motion Carried.

*B. Passport Grant Update:* The deadline for the Passport Grant completion was 7/30/2015-Judy got an extension on the project, the restrooms are 90% done, request for a draw on the DNR Grant funds has been done.

*C. Water:*

- *Water Tower Inspection:* Inspection was completed June 18, 2015. One minor repair was made by St Germaine. Motion by Janet supported by Barb to pay \$1,940.00 to Dixon Engineering & \$1,000.00 to Traverse Engineering for their services. All Ayes. Motion Carried. Recommended the next inspection be in 5 years.
- *Meter Installations:* 100 meters have currently been installed, 2 are left to be installed., 5 need Pulled, and 5 have already been pulled. Approximately 12 service lines left, with no meters to be installed at the present time.
- *Billing:* Motion by Sue, supported by Bill to give each customer a credit on their bill of \$3.45 for charges that were billed in excess of the current monthly usage rate allowance & for the over billed amount on the \$16.00 Ready to Serve fees. Customers will also be credited for 3,000 gallons for the April usage & any overcharges on additional gallons used that need to be credited back. All Ayes. Motion carried.
- *Contract:* Motion by Janet, supported by Judy to accept the contract with the City of Gladstone at a rate of \$350.00 per month to do the billing for the Rock Water System. Roll Call Vote-Judy, Sue Janet, and Bill All Ayes. Barb Nay. Motion Carried.

D. Groundskeeper Request: Motion by Sue, supported by Janet to allow Mike O'Neal to purchase a Backpack Blower for \$259.99 from UP Tractor. All Ayes. Motion Carried.

## **IX. New Business**

*A. Equalization Contract and L4029:* Motion by Judy, supported by Janet to accept the Equalization Contract at a rate of .90 per parcel for Winter Tax billings and .60 per parcel for Summer Tax billings. Roll Call Vote-Judy, Janet, Sue, Barb and Bill All Ayes. Motion Carried. Motion by Janet, supported by Sue to accept the L4029 Tax Millage Request of 1 mil for Fire Protection and .7680 mil for Township Operating. All Ayes. Motion Carried.

*B. Superior Trade Zone:* Board Consensus to ask Renee Barron to serve as a primary delegate for our local unit of Government on the Superior Trade Zone Board.

*C. Cemetery Lots:* Motion by Bill, supported by Janet to allow the lots designated for American Legion in the plot book to be sold to the public, as it is now illegal to give away cemetery lots unless under special circumstance and no record of them being purchased has been found. All Ayes. Motion Carried.

*D. Delta County Treasurer-Land Sale:* Motion by Bill, supported by Janet to pass on the purchase of the piece of property up for tax sale. All Ayes. Motion Carried.

*E. Policies to approve for the CDBG Grant:* Motion by Sue, supported by Janet to accept 9 Policies/Plans for the CDBG Grant to include: MRT Fair Housing Policy, MRT Fair Housing Plan, MRT Fair Housing Discrimination Complaint Process, MRT Citizen Participation Plan, MRT Grievance Procedure under Section 504 of the Rehabilitation Act of 1973, MRT Policy of Non-Discrimination on Basis of Handicap, MRT Excessive Force Policy, MRT Procurement Policy, and MRT Section 3 Policy. Roll Call Vote-Barb, Bill, Jane, Judy, and Sue All Ayes. Motion Carried. Judy was appointed the Labor Compliance Officer.

*F. Bank Loan:* Motion by Bill, supported by Janet to take a draw of \$8,650.00 from the Northern Michigan Bank Loan funds for further repairs and maintenance to the Rock Water System that need to be done. Roll Call vote-Sue, Bill, Judy and Janet All Ayes. Barb Nay. Motion Carried.

The funds will be used to Repair Treatment Tank Roof, Replace wiring in the Treatment Tank and Vault, Tank Inspection & report from Traverse Engineering, Replace Hatch Latches, Replace Pressure Gauges, Purchase a Dehumidifier, Replace CL Room heater, Replace Bolts on Valve #17, Repair and Adjust Hydrant #6, and \$600 to be used towards Meter Project bills.

## **X. Items removed from Consent Agenda**

*Payment of Bills:* Barb questioned General Fund check #10289 for \$85.90 to the City of Gladstone for the Water bills- as stated earlier a credit will be issued for the overcharges next billing cycle and Rock Water System check #3412 to HD Supply for Meters & Equipment – Judy stated meters can be returned. She will check to see if there will be a restocking fee or return shipping fee to return 5 of the 12 meters.

List of bills in the amount of \$9,027.68 for the General Fund & \$2,945.81 for Rock Water System equaling a Total of \$11,973.49 were submitted for payment.

*Treasurers Report:* Barb made mention that at the bottom of her water report there is a current Accounts Receivables amount, but no Finance Charges were made in June for Delinquent Accounts. The current Delinquent Account collections will be handled by the Township Clerk for the time being. Once a copy of the Customer Activity Report for

each Delinquent Account can be obtained/reviewed, a letter will be sent to each customer with a specified amount of time to pay the Delinquent Amount owed to RWS, if not paid the Delinquent Amount owed will be Assessed to the customer's next Property Tax Billing. No Delinquent Accounts were placed on the Summer tax bills due to the Activity Sheets not being received.

Clerk's Report: Financial Reports were fine. Sue requested that the T/A Checkbook be kept down in the Township Offices. She stated that the current T/A check writing process is not according to proper procedure-each check is supposed to have dual signatures & the person writing the check should never be the one dispersing that check. A reminder was given that all reimbursements and timesheets need to be turned in on the Friday prior to the 10<sup>th</sup> of each month or the Friday prior to the monthly scheduled Board Meetings. If you need to obtain any information from the files, please place them back in the order they were in. Sue gave an update/report on Clerk's Activities-Special Election reimbursement paperwork has been completed and filed with the Bureau of Elections-we should be receiving around \$600 in Sept or Oct, Rock Lion's Labor Day Parade Permit has been applied for, Check#10297 for Mike O'Neal needed to be added to the Bills to be Paid Checklist, as well as the Check # issued to Daina Norden should be 10282 not 10297.

Supervisor's Report: Judy explained why the first billing for RWS was incorrect due to prorating and being considered new customers in the system. She needs a list of customers with credit on their accounts, so she can get it to City of Gladstone and have their accounts credited-a check will have to be issued by the RWS to cover the credits & then will be issued back to the RWS by the City of Gladstone with the monthly payment check for the Account Receivables. She also needs the List of Let Runs to make sure these accounts are not overcharged and she expressed the need to get the Customer Activity sheets, which the Board requested from the RWS Billing Clerk last month so the Delinquent monies can be collected. Sue will set up QuickBooks to issue the invoices and receive payments. All RWS Income will now be given to Sue, receipted and then given to Barb for deposit. The reports from the City of Gladstone will go to Judy, for the time being Judy will be responsible for getting any water bills turned into the Credit Union to Gladstone for posting. Customers as well as the Board will have online access to the accounts to be able to check usage, balances, etc. Barb was asked if she would please bring any of the records she has for the RWS to the Township offices for storage. Judy addressed the two letters that were dispersed without Board knowledge or approval- one included in the RWS billings and one dispersed on the table of the last monthly Board Meeting.

Sue had contacted Jim Pineau to see if he thought he could print out the Customer Activity Reports that Barb said she was having trouble printing. He stated he believed he could get them off the hard drive and printed. A motion was made by Sue, supported by Janet to have the RWS Computer hard drive brought to Jim Pineau to get the Customer Activity Reports printed. Sue, Bill, Judy, and Janet All Ayes. Barb Nay. Motion Carried.

*Rock Water System* Revenues for May were \$3,671.15. Expenses were \$2,397.46 leaving a Net Operating Balance of \$11,739.44 of this amount \$8,003.17 is the Contingency Funds Account.

Clerk's Report-Township General Fund Revenues for May were \$10,270.23. Expenses were \$31,204.71; of this amount \$40.00 was for the Liquor Law Enforcement account. The General Fund Operating balance is \$101,943.13; \$75,000.00 is in a CD at First Bank in Gladstone, leaving a Net Operating balance of \$26,943.13; of this amount \$3,132.67 is in the Liquor Law Enforcement account.

The Clerks Report, Treasurers Report, and Payment of bills were not voted on and approved for the month of May/June. They will need approval as soon as possible.

## **XI. Public Comment**

*Ted Bartczak* commented on the Cedar Lane Road Contract-requested a copy of the contract.

*Diane Nelson* commented on it being her first time attending a Board Meeting & was quite surprised at what transpired.

*Milton Broeders* commented on the possible closing of the Railroad Crossing by Onni Johnson's.

## **XII. Adjournment**

Supervisor, Judy Trudell adjourned the meeting at **10:39 p.m.**

Unapproved Minutes submitted by: Susan Sicotte & Judy Trudell