

# **Maple Ridge Township Regular Meeting Minutes**

July 26, 2016

## **I. Call to order**

**Supervisor, Judy Trudell** called to order the regular meeting of the **Maple Ridge Township Board** at **7:00pm** on **Tuesday, July 26, 2016** at the **Maple Ridge Community Building**. Board Members present were Trustee Bill Toyra, Supervisor Judy Trudell, Clerk Sue Sicotte, and Treasurer Barb Nummilien. Janet Pattan Absent.

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

**III. Approval of July 26, 2016 Agenda:** Stood as presented with the addition of Arts Mini Grant under New Business

## **IV. Consent Agenda:**

*Regular Meeting Minutes* June 28, 2016

*Payment of Bills* in the amount of \$8,348.87-General Fund and \$1,547.05-Rock Water System for a total of \$9,895.92.

*Treasurer's Report*-General Fund Balance \$141,004.67 Trust & Agency Balance \$2,242.96, Rock Water Balance \$29,140.25 and Tax Account- \$320.66.

*Clerk's Report-Township General Fund* Revenues for June were \$921.75. Expenses were \$12,847.15; of this amount \$40.00 was for the Liquor Law Enforcement account. The General Fund Operating balance is \$141,004.67; \$75,000.00 is in a CD at First Bank in Gladstone, leaving a Net Operating balance of \$66,004.67; of this amount \$2,438.52 is in the Liquor Law Enforcement account. *Rock Water System* Revenues for June were \$4,150.17, Expenses were \$1,622.99; leaving an operating balance of \$29,140.25 of this amount \$10,835.31 is in Restricted Funds.

*Trustee Reports: Liquor Law reports were submitted*

*Supervisor's Report:* None

Motion by Sue, supported by Bill to approve the consent agenda. All Ayes. Motion Carried.

**V. Public Comment:** None

## **VI. Unfinished Business:**

1. *Amend Budgets:* Nothing to ammend
2. *Water Reports and Projects:* Water reports were given to each Board Member. Motion by Sue, supported by Judy to hire Randy Norden to paint the Fire Hydrants at a rate of \$20.00 per Hydrant & allow Judy to get the Paint and supplies. Bill, Sue, Judy All Ayes. Barb Nay. Motion Carried. No action was taken on the construction project for the Treatment Tank Entrance. Judy will contact the Board Members to set a Special Meeting to meet with Lisa Fought-when she's available.
3. *Cemetery Fence Installation:* Judy was looking for someone to head up the Cemetery Fence Installation project. No one volunteered for the position, so it was tabled and no action taken.
4. *Prosperous Places Mini Grant* Judy gave an update on the Grant Activity and upcoming concerts and events. She will have a meeting with the committee to finish up on the Grant Projects.

## **VII. New Business**

1. *AMAR Review:* Judy gave an update on the AMAR Review that was held with the Assessor Jamie Lippens and the State of Michigan. There were a few changes and updates that needed to be made, but it went very well. We will be getting a letter soon, stating what needs to be corrected.

2. FOIA- Inspection of Records: As a result of the AMAR's review a correction to our FOIA Policy needed to be made. Motion by Sue, supported by Bill to make the addition of wording (Maple Ridge Township does not hold regular office hours; therefore an appointment must be made with the FOIA Coordinator for the inspection of records) and to change the wording in the second paragraph to read Not More instead of reading Not Less than four hours per day. All Ayes. Motion Carried.
3. Appex Software: Discussion was held as to whether the Township should pay for the Appex Software program for the Assessor. It was decided to wait and take no action at this time.
4. Phone Service: Judy had spoken with Charter about possibly switching the Township phone service to them at a rate of approximately \$29.00 per month with an installation fee. Upon discussion it was decided to stick with AT&T for now, until Judy contacts AT&T to see about a possible price match.
5. MTA: A copy of an email to/from Catherine Mullhaupt-Legal Counsel from MTA was given to each Board Member. A question was asked in regards to an occurrence of sending Non Board Approved correspondence in Township mailings. Catherine stated in her response that if a person uses township funds and materials for a private purpose, it is a misappropriation of public money and property per MCL 750.490. The question of whether the Groundskeeper can supervise his assistant was also asked. Catherine's response was-If a township board gives a Board Member an "additional, non-statutory duty" (such as groundskeeper), there is nothing in the law that would prevent the board from making that board member, as groundskeeper, a supervisor of other employees, such as an assistant groundskeeper. Board Members were given the opportunity to comment and give opinion on the occurrence in question.
6. Sue Sicotte: Sue requested to be put on the agenda, due to the unapproved correspondence that was unfairly sent out with tax bills and comments from voters received in the past month. The correspondence and comments received were in regards to how much Bill has been paid for his groundskeeping position so far this year. Sue gave a report on what Bill has been paid and further clarified that all the monies that were stated in the correspondence that went to the taxpayers, was indeed not completely true in fact. The total included work that was done for other areas and projects within the Township and not all attributed to groundskeeping. Sue also gave dollar amounts and hours worked by previous groundskeeping employees, that in fact showed Bill's hours and pay were not out of line with past employees. Sue also stated she has received compliments from members of the community as to how nice the grounds look and how nice the ballfield was kept up this season for the kids Little League games. Pension on Non Statutory duties was once again discussed. It had been prior pass practice to pay Pension on monies earned by any Board Member who performed any Non-Statutory jobs/duties, so Sue felt it only fair that Bill or any Board Member who performs Non-Statutory jobs/duties should be entitled to the Pension. A motion was made by Sue, supported by Bill that in the future no correspondence will be permitted to be included with any Township mailings without prior Board Approval. All Ayes. Motion Carried. Bill made a motion, supported by Sue to post the pension figures of each Board Member, after receipt of legal advice by MTA-as to the legality of posting pension figures. All Ayes. Motion Carried.
7. Arts Mini Grant: Motion by Sue, supported by Bill to allow Judy to pursue a matching funds Arts Mini grant in the amount of \$2,500 to be used for future Concerts in the Park. All Ayes. Motion Carried.

**VIII. Items Removed from Consent Agenda None**

**IX. Public Comment**

*Ted Bartczak* commented on roads and the possibility of getting Grants to do road work, He complimented Bill Toyra on the nice work he's doing as our groundskeeper, He questioned the delivery fee for concrete for the Pump House project, Questioned the start date for the road work to begin on Old M-35, and suggested the Board introduce the new candidates running for the Trustee positions.

*Virginia Broeders* commented that the price being paid for groundskeeping was not out of reason. She spoke to an acquaintance downstate who has done groundskeeping and was being paid \$1,200.00 a month for performing the duty for a municipality.

**X. W-3 Ordinance Update Tabled**

**XI. Adjournment**

Supervisor, Judy Trudell adjourned the meeting at **8:35 p.m.**

Unapproved Minutes submitted by: Susan Sicotte & Judy Trudell