

PIERSON TOWNSHIP
Board Meeting Minutes
March 12, 2019
7:00 pm

I. Call to order: 7:00 pm

II. Meeting recorded.

III. Pledge of Allegiance

IV. Roll Call: Present: Gould, Hyrns, VanTil, Burkholder, Scheuermann

V. Approval of Meeting Agenda

Motion: Burkholder 2nd: Gould
 Roll Call Yes: Gould, VanTil, Burkholder, Scheuermann, Hyrns

VI. Approval of Consent Agenda, approval of minutes from February 12, 2019 Special Meeting and presentation of bills.

Motion: Gould 2nd: Vantil
 Roll Call Yes: Gould, VanTil, Burkholder, Scheuermann, Hyrns

VII. Guest Speakers ~ Bill Grice and Mark Reinhart, Little White Fish Board Association.

VIII. Financial Report

a. Presentation of Accounts by Treasurer: Exhibit "A" and update on revenue accounts.

GL#	GL# DESCRIPTION	Budgeted Amount	2018 Settlement Report	Kathy's Spreadsheet	General Ledger Balance
101-000-403.000	Property Tax Revenue	\$ 67,721.00	60,021.37	\$ 36,478.21	45,032.51
101-000-403.005	Admin Fee	\$ 35,357.14	32,922.00	\$ 25,886.68	26,833.96
101-000-403.002	DLQ Tax From County	\$ -	n/a	\$ 5,709.08	0
101-000-403.004	Pers Prop Tax Reimbursement PPT (*)	\$ 500.00	n/a	\$ -	0
101-000-404.000	SET FEE	\$ 6,110.00	n/a	\$ 6,110.00	6,110.00
101-000-434.000	Mobile Home Fees	\$ 288.00	n/a	\$ 288.00	288
101-000-560.000	Charter Franchise Fee	\$ 15,000.00	n/a	\$ 11,828.19	11,828.19
101-000-574.000	State Shared Revenue	\$ 249,514.00	n/a	\$ 215,302.00	215,302.00
101-000-618.000	Charges for Services	\$ 1,760.00	n/a	\$ 1,708.00	1,785.00
202-000-579.000	METRO ACT	\$ 6,441.00	n/a	\$ 6,441.00	6,441
202-000-565.000	Landfill Host Impact Fee	\$ 64,939.00	n/a	\$ 69,933.01	69,933.01
101-000-664.000	Interest Earned	\$ 2,311.63	n/a	\$ 960.69	2,311.63
202-000-664.000	Interest Earned (Road)	\$ 198.37	n/a	\$ -	213.7
	Totals	\$ 450,140.14	\$ 92,943.37	\$ 380,644.86	\$ 386,079.00

IX. Correspondence

- X. Public Comments: Jerry Poisson of Big Whitefish Association requesting permit approval for fireworks. Supervisor VanTil to supply newest version of permit form.

XI. Open Issues:

- a. Little Whitefish Association Sewer Dispute update. Scheuermann indicated that certified letters will be done to identify information needed from the county and time frame for meeting; addressing REU, financials and management issues to be sent to Supervisor VanTil, Sandy Raines County Drain Commissioner and County Board of Commissioners Chairman Patrick Carr. If no response, then an attorney will need to be brought in to assist.
- b. Applicant Interview for IT position. Closed Board discussion from 7:57 pm until 8:07 pm then returned to meeting. Board paper vote.

Burkholder Motion to hire Floyd Lindsey of Tricounty Technology for IT support at \$55 per hour when majority of calls are between the hours of 4pm-9pm. Saturday Rate of \$85 with the exception of Election hours at \$55. Remote work discounted by 20% of regular rate.

2nd: Gould Roll Call: Yes: Gould, Burkholder, Scheuermann No: VanTil, Hyrns

- c. Supervisor 2019-20 Budget discussion. It was noted the March 29, 2019 Budget workshop and finalization meeting time change to 4:00 pm.
- d. Application for Exemption of Real and/or Personal Property from City of Whitehall was approved by attorney to be used until the township attorney has one drafted.
- e. Rescind previous motion made at the February 12, 2019 meeting to purchase Clerk's computer from contingency fund and instead purchase it from Clerk Supplies once funds are reallocated in the maximum amount of \$1,100.00.

Motion: Gould 2nd: Hyrns

Roll Call Yes: Gould, VanTil, Burkholder, Scheuermann, Hyrns

- f. Deputy clerk computer was approved for \$350 purchase and \$150 installation (from the contingency fund) at the May 15, 2018 meeting, not completed.

Motion by Burkholder to increase funds for purchase to \$500 from contingency fund and installation charges from Clerk Software support fund.

2nd: Scheuermann Roll Call Yes: Gould, VanTil, Burkholder, Scheuermann, Hyrns

XII. New Business:

- a. Updates are needed for all Township computers. Quote to be obtained from Tricounty Computers.
- b. Budget Amendments.

03/06/2019 12:58 PM BUDGET AMENDMENT DETAIL REPORT FOR PIERSON TOWNSHIP Page: 1/1
 User: CLERK Post Dates: 02/01/2019 to 03/06/2019
 DB: Pierson Twp

GL Number	JNL CODE	POST DATE	REF#	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
101-000-667.000	BA	02/19/2019	645	TOWNSHIP HALL RENTAL	650.00
101-000-667.000	BA	02/28/2019	647	TOWNSHIP HALL RENTAL REVENUE	50.00
101-101-957.000	BA	02/14/2019	638	HALL RENTAL DEPOSIT REFUND	50.00
101-101-957.000	BA	02/19/2019	645	HALL RENTAL DEPOSIT REFUND	200.00
101-101-957.000	BA	02/28/2019	647	HALL RENTAL DEPOSIT REFUND	100.00
101-101-960.004	BA	02/19/2019	648	TRUSTEE TRAINING/CLASSES	181.00
101-215-728.001	BA	02/14/2019	638	BS&A ANNUAL SERVICE/SUPPORT FE	37.00
101-900-900.001	BA	02/14/2019	638	CONTINGENCY	(37.00)
101-900-900.001	BA	02/19/2019	648	CONTINGENCY	(181.00)

GL Number	JNL Code	Post Date	REF #	DESCRIPTION	Change to budget INCREASE (DECREASE)
101-000-476.000	BA	1/24/2019	643	Zoning Permits- Sand Lake Holdings	250.00
101-722-900.00	BA	1/10/2019	642	Publishing	63.50
101-722-703-005	BA	1/10/2019	642	ZBA Meeting Wages	90.00

Motion to Approve: Scheuermann 2nd: Gould
 Roll Call Yes: Gould, VanTil, Burkholder, Scheuermann, Hyrns

- c. Sand Lake 2019-20 Fire Contract \$41,000.00 to be paid in quarterly payments equally in April, July, October, and January.

Motion: Gould 2nd: Hyrns
 Roll Call: Yes: Gould, VanTil, Burkholder, Hyrns No: Scheuermann

- d. Casair request of Metro Act Agreement to install fiber optics.

Motion to Accept: Hyrns 2nd: Gould
 Roll Call: Yes: Gould, VanTil, Burkholder, Scheuermann, Hyrns

- e. Policy to require Board approval to contact Township Attorney. Clerk to investigate policy already in place. No motion made.
- f. Request to contact Mika Meyers for final approval regarding Emily FOIA for destruction of the 2016 Presidential Election disposal, as the 2year retention schedule has been met.

Motion to Accept: Burkholder 2nd: VanTil
Roll Call: Yes: Gould, VanTil, Burkholder, Scheuermann, Hyrns

- g. Mika Meyers attorney is preparing draft policy for the Township when assisting with Special Assessments.
- h. Request for attorney verification of legality of acceptance of Tax payments from Bank Branch. Treasurer to supply the State Code allowing such.

XIII. Committee Reports:

- a. Planning Committee – April 18, 2019 at 7:00 pm.
- b. Zoning Board of Appeals – No scheduled meeting
- c. Sewer Advisory Committee – March meeting postponed. Sandy Raines to reschedule.
- d. Solid Waste Committee – No meeting scheduled.
- e. Road Committee – Scheuermann Road Report. Next meeting postponed until after 2019-20 Budget is adopted for verification of funds.
- f. County Commissioner – Tom Porter absent
- g. Election Committee – Upcoming Tri County Area Schools Bond Proposal Election on Tuesday, May 7, 2019.
- h. Board of Reviews- March 13, 2019 1:00 pm - 4:00 pm; 6:00 pm - 9:00 pm
- i. Parks & Recreation Meeting – March 14, 2019 at 5:00 pm at Township office then to Winslow park.
- j. Fire Committee – Nothing to report/Bill Grice
- k. Assessor's Activity Report – 3 address/name correction/change, 2 record cards provided to realtors, 12 messages returned to residents for various issues, 4 property transfer affidavits entered, 3 principal resident exemptions entered, 61 Personal Property Statements entered and reviewed, corrected 1 legal description on parcel, and reviewed land division application for Kathi Coffin/Tri County Area Schools, Reviewed 5 properties for Qualified Forest Program, and 2 meetings with property owners reviewing aerial maps and boundary lines.
- l. Monthly Zoning Report – No permits issued.

XIV. Public Comments:

Concerns raised by Little Whitefish Lake Association members, Mark Reinhart and Bill Grice, and Big Whitefish Lake Association President Dan Buyze asking for assistance from the Township in resolving issues of mismanagement of the Sewer District Fund by Montcalm County. Requested Township Board to assist with FOIA request of the financial ledgers with cost breakdowns and expenditures from the county. Trustee Gould to look into assisting with the FOIA process.

Big Whitefish Lake Association President Dan Buyze requested to review the proposed Special Assessment Policy as drafted. He reminded the Board of the importance of keeping on schedule for the 2019-20 Special Assessment. Submitted his revised Exhibit "A" for Clerk review.

XV. Board Comments

XVI. Adjournment: 9:04 pm