

**PIERSON TOWNSHIP**  
**Board Meeting Minutes**

21156 W. Cannonsville Rd, Pierson, MI 49339

September 21, 2021

7:00 pm

A. Meeting

1. Call to order: 7:00 pm
2. Pledge of Allegiance
3. Roll Call Present: Buyze, Bergman, Burkholder, Grice, Hyrns

B. Approved Meeting Agenda.

Motion: Burkholder

2nd: Grice

Roll Call Yes: Buyze, Bergman, Burkholder, Grice, Hyrns

- C. Approved Consent Agenda: Pierson Township Board Meeting Minutes from August 17, 2021, Consideration of bills; Register of Warrants/Checks/Payroll dated August 17, 2021 – September 21, 2021; Check register: August 1 - 30, 2021; Invoices to be paid from the General Fund: Inv. 2685-921 to MML for \$200 (Member dues 7/1/2021-6/30/2022 from 101-865-911.000); Inv. 685136 to Pointe Broadband for \$142.08 (Sept service 101-265-925.000); Inv. 1111 to Heckman & Son for \$800 (Sept Lawn care 101-276-818.008); Inv. 2261609 to Integrity for \$292.57 (Treasurer Supplies 101-253-727.000); Inv. 21915 to Bloom & Sluggett for \$657.50 (legal services/zoning 101-101-803.000); Invoices to be paid from Road Fund: Approved/Quote: Inv. 200055 to Road Commission for \$4,250.00 (bid \$5,000) 40 hours Ditching; Inv. 200056 to Road Commission for \$4,250.00 (bid \$5,000) 40 hours Ditching; Inv. 200057 to Road Commission for \$67,290.27 (bid \$70,319.20) Long Road paving Kimball Rd to Stanton Rd; Inv. 200058 to Road Commission for \$8,486.50 (bid \$8,806.00) Reed Road Coral Rd to Kendaville Rd; Inv. 0912321-01 to Road Commission for \$9,839.36 Third installment – total billed \$29,518.08; Invoices to be paid from the Sewer Fund(s): Main Tech Services nka Fleis & Vandenbrink: Invoices in review; Register of Checks from August 1 – August 30, 2021 & BWL & LWL Aug 17 – Sept 21; Correspondence; Assessor’s Activity Report: not available; Zoning Report; Villages of Sand Lake & Howard City Fire Reports; BWL/LWL Sewer Report – July 2021.

Motion: Burkholder

2nd: Buyze

Roll Call Yes: Buyze, Bergman, Burkholder, Grice, Hyrns

*All matters listed under the Consent Agenda are considered to be routine in nature and will be approved under one blanket motion.*

D. Approval of the Treasurer’s Report.

Motion: Buyze

2nd: Grice

Roll Call Yes: Buyze, Bergman, Burkholder, Grice, Hyrns

E. Public Comments

F. New Items

1. Resolution 2021-13 to Complete Paving of the Fred Meijer White Pine State Park Trail.

Offered by: Burkholder

Aye: Buyze, Bergman, Burkholder, Grice, Hyrns

Second by: Hyrns

Nay: None

2. Approve the Tax Rate Millage Report 4029 with the rate to be levied at .5249.

Motion: Hyrns

2nd: Buyze

Roll Call Yes: Buyze, Bergman, Burkholder, Grice, Hyrns

3. Supervisor to look to legal counsel to options for increasing our future revenue township funding (i.e. operating mileage, road mileage, etc.) and begin putting feelers out for a volunteer Citizen Committee for input.

Motion: Burkholder

2nd: Buyze

Roll Call Yes: Buyze, Bergman, Burkholder, Grice, Hyrns

4. Michigan Township Participating Plan (Risk Management) Recommendations.
  - a. Obtain Carbon Monoxide & Smoke Detectors
    1. Bergman to get smoke detectors from Red Cross. [Purchase if not able to be donated]
  - b. Perform (free) Criminal Background checks for new employees and volunteers as a function of the Deputy Clerk.
 

Motion: Buyze  
2nd: Hyrns

Roll Call Yes: Buyze, Bergman, Burkholder, Grice, Hyrns
  - c. Cyber Policy [not purchased in 2021]: Review IT responses to Cyber recommendations and have further board review.
  - d. Written contracts - continue this practice with all contractors/contracts.
  - e. Generator – Hyrns & Grice to get quotes for next board meeting.

**5. Committee Updates:**

- a. Planning Commission: next meeting 10/15/2021 at 7 pm (if business presents)
  - i. Adopt Ordinance 2021-02 the International Property Maintenance Code, 2018 Edition [and encourage the Village of Pierson to do the same.]
 

Offered by Burkholder                      Aye: Buyze, Bergman, Burkholder, Grice, Hyrns  
Second: Buyze                                      Nays: None                                      Absent: None
- b. Community & Economic Growth – meeting cancelled
  - i. Committee Openings (2)
  - ii. **Holiday Event:** November 13, 2021 from 9 am – 2 pm at Township Hall Building.
- c. Parks & Recreation – next meeting 10/7/2021 at 4:30 pm
  - i. Deed
  - ii. Park Timeline

**G. Open Items:**

1. American Rescue Plan: 9/21/2021 Application Received/Pending Audit Review
2. Road Millage Discussion [see new item no. 3]
3. Return to Spectrum for internet, phone, fax and email services. [First year internet \$49.99/2<sup>nd</sup>: \$79.99/3<sup>rd</sup>: \$89.99] [Phone per line \$29.99 first year/\$39.99 second] [Fax same \$49.99] with one time \$99 hook-up charge.
 

Motion: Burkholder  
2nd: Buyze

Roll Call Yes: Buyze, Bergman, Burkholder, Grice, Hyrns
4. Sewer Management
  - a. County Audit/Sewer Funds - received
  - b. Transfer of assets/Deed [Jane Dykhouse has some Sewer files, for township use/storage].
  - c. Fleis & Vandenbrink/F&V Service Agreement – under review for labor credits (old pricing) prior to signing.
5. Cemetery grave issue - completed
6. Township Improvements
  - a. Carpet – Completed
  - b. Storage Shed (Buyze): ½ Deposit paid/Awaiting contractor visit/secure location.
  - c. Stove Survey (Burkholder)/Coffee pot is more requested. Look for donation.
  - d. AC/Splits -
  - e. Server/IT Proposal for Monitors/Server Storage (Burkholder) – Review IT Cyber/questioner for steps.
  - f. Zoning Administrator requested a dual monitor, will bring quotes to next meeting. [Old monitor can go to Deputy Supervisor/upgrade to current].
  - g. [Clerk to] Purchase 4 tables for hall under \$900 from Township Hall New Equipment 101-265-977.000 \$393.90 and Contingency 101-900-900.001.
 

Motion: Burkholder  
2nd: Buyze

Roll Call Yes: Buyze, Bergman, Burkholder, Grice, Hyrns

7. State Chart of Accounts - Auditor working on (Josh)

8. Policy Manual

a. Approve Section 4 Financial Administration of the Pierson Township Policy Manual.

[This replaces previous Cash Handling, Receipting & Depositories Policy effective February 2014; Investment & Depository Designation Resolution 2020-5 still effective/restated in Section 4].

Motion: Buyze

2nd: Burkholder

Roll Call Yes: Buyze, Bergman, Burkholder, Grice, Hyrns

H. Public Comments

I. County Commissioner – Newly appointed Kathy Bresnahan

J. Announcements and Board Comments

Coffee with the Sheriff on Tuesday, September 28 from 8:30-10:30 am at the Township Hall.

K. Adjournment: 8:32 pm

Motion: Buyze

2nd: Burkholder

Roll Call Yes: Buyze, Bergman, Burkholder, Grice, Hyrns

Committee Report/Meeting Dates:

- **Community & Economic Growth:** No additional 2021 meetings scheduled.
- **Planning Committee:** October 14, 2021 at 7 pm
- **Road Committee:** 2022 Meetings (not yet scheduled)
- **Parks & Recreation:** October 7 @ 4:30 pm
- **Zoning Board of Appeals:** Appointments by request.
- **Sewer Advisory Committee** – October 19, 2021 & January 18, 2022.
- **Montcalm County Commissioners Meetings:** Mondays at 4:00 pm (new time):
  - Schedule: October 25, November 22, December 13, 2021.  
Meetings held at the Jack VanHarn Board of Commissioners Room on the 3<sup>rd</sup> floor in the Administrative Building, 211 W. Main Street, Stanton, Michigan.
- **Solid Waste Committee** –TBD.
- **Elections:** none scheduled to date

*Pierson Township meetings are being recorded.*