

# Claybanks Township

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October 14, 2019  
MEETING MINUTES

The regular meeting of Claybanks Township was called to order at 7:30 p.m. by Supervisor Smith with the Pledge of Allegiance. Members present: Smith, Eilers, Lombard, Rabe and Freye.

## Agenda Additions – None

### Minutes

- (A) **Approval of September 9, 2019 Regular Meeting Minutes** - David Rabe made a motion to approve the September 9, 2019 regular meeting minutes. Second by Brenda Eilers. All in favor. Motion carried.
- (B) **Approval of September 25, 2019 Truth-in-Taxation Hearing Minutes** - David Rabe made a motion to approve the September 25, 2019 Truth-in-Taxation hearing minutes. Second by Dan Lombard. All in favor. Motion carried.
- (C) **Approval of September 25, 2019 Special Meeting Minutes** - David Rabe made a motion to approve the September 25, 2019 special meeting minutes. Second by Brenda Eilers. All in favor. Motion carried.

### Accounts Payable

- (A) **Approve September Payables** - David Rabe asked how pay for the ZBA members was determined as he was not sure if anyone else made a site visit prior to the hearing. He was told pay was determined by information provided in the minutes. David Rabe made a motion to approve the general fund payables in the amount of \$9,789.86 and the park fund payables in the amount of \$2,311.46. Second by Dan Lombard. Freye, yes; Rabe, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried.

**Correspondence** – Miscellaneous correspondence was reviewed. An email from the State of Michigan requesting a corrective action plan as the result of the audit will be addressed during the review of audit results.

**Public Comment** – Kris Steinberg gave a presentation about the 2020 Census. The census will be a little bit different from the past. Cards will be mailed to each address with information to respond online as well as a phone number to call in responses. The numbers gathered are used for apportionment for representation, grant funds, roads, schools, and revenue sharing, to name a few. Claybanks Township has had about a 17.5% non-response rate in the past. Citizens should respond to the census for the area they reside in at least six months and a day. Mr. Steinberg said documented and undocumented people should respond as they all use resources. Field workers will follow up with personal visits at addresses with no response. We live with these numbers for 10 years, so it is important to get as many people counted as possible. Jobs are available at \$14/hr starting in approximately February. Anyone interested can apply online.

Dave Borgeson wondered about the apportionment we get for roads. He wondered if we had more representation at the Road Commission, if that would help. David Rabe said they have had the commission meetings packed before and didn't get any action. Art

Grumm also said he called about a ditch that was flooding the road and got nowhere. He was told they knew about it, but they never did anything about it.

## Reports

- (A) **Financial** – General Fund - \$204,481.66; Fire Fund - \$75,720.41, Road Improvement Fund - \$0.00; Park Fund - \$89,048.52.
- (B) **Zoning Administrator** – Issued two permits for two new homes. She attended the FEMA meeting. Claybanks Township is suspended from the flood program because the maps were never approved two years ago. They are working on new maps, which will be completed in 12-18 months. We will get notice to review them, pass resolutions to accept them and then we can get back in the program. If residents are having trouble getting flood insurance we can retroactively approve the maps. Sara has not had anyone call her with any flood insurance problems. She spent some time in the Equalization Dept. They have the capability to make zoning maps on GIS. They offered to print a zoning overlay GIS map for us and we could print bigger maps from that. Sara could then update zoning in the software to get the map updated. She will possibly have time to work on it in the Spring. For field work she currently goes out with paper and pencil. She said the Equalization Department is working on a joint program where a tablet is taken onsite, verifying date and time you were there, it takes pictures, etc. Four to five townships are already using it on their own. The AMAR review went pretty well. Resolutions considered for approval tonight will compete her corrective action plan, along with some small text notations.
- (C) **Planning Commission** – Report given by Art Grumm. Met with the township attorney to review the draft Civil Infraction Ordinance. The Planning Commission will meet on October 15 and he hopes to finish the Municipal Civil Infraction Ordinance and Marijuana Resolution. He would like to hold a public hearing on both of these on November 5, but that will depend on when the notices can be published in local papers. Mary Freye wondered if it would be beneficial to get one more opinion on the final draft before enacting it.
- (D) **Zoning Board of Appeals** - Minutes of the October 8, 2019 hearing were read by David Rabe. A variance was requested to allow a building to be 25 feet high, instead of the allowed 16 feet, to allow for additional storage. David Rabe and Roy Strait visited the site prior to the hearing. There was one letter of objection received as it was thought this might be a commercial building. The request was denied as no hardship was proven. After the minutes were read, Zoning Administrator, Sara Bizon, said she would like to put a packet together that the ZBA could use and review the procedures with them. A discussion went on for some time about ZBA training, as well as questions and answers about why we have height ordinances.
- (E) **Cemetery Committee** – Report given by Carol Royalty. Carol would like to have the cemeteries mowed one more time before winter. With the strong winds we have had, there are already some big branches down. The water has been turned off.
- (F) **Park** - Dan Lombard said the gator and mower are being stored at his residence.

## Unfinished Business - None

## New Business

- (A) **Resolution to Waive the Collection of Penalties or Fines for Non-Filing or Late Filing of Property Transfer Affidavits** - This is one of the two resolutions necessary for us to pass to comply with the required AMAR corrective action. The wording was reviewed and the full resolution will be recorded in the minute book. The resolution to waive the collection of penalties or fines for non-filing or late filing of property transfer

affidavits was offered by Mary Freye. Second by David Rabe. Lombard, yes; Rabe, yes; Freye, yes; Smith, yes; Eilers, yes. The supervisor declared the resolution passed.

- (B) **Resolution to Establish Poverty Guidelines for Exemption From Property Tax Contributions** - We previously passed the guidelines, but not the asset test. This is the second resolution required to comply with AMAR. Brenda Eilers offered the resolution to establish poverty guidelines for exemption from property tax contributions. Second by Dan Lombard. Smith, yes; Rabe, yes; Eilers, yes; Lombard, yes; Freye, yes. The supervisor declared the resolution passed. The full text of the resolution will be a part of these minutes in the minute book.
- (C) **Review Audit Results** - An email was received from the State of Michigan as a result of the audit. The auditor said we had a road expense that was not covered with an official motion to amend the budget prior to paying the bill. Mary Freye reviewed the records and could not find where this happened. She is meeting with the auditor tomorrow and will get clarification. The auditor did say we need to amend the budget with an official motion, and in the books, before a project is approved. Mary Freye made a motion to amend the budget prior to approving any project. Second by David Rabe. Rabe, yes; Freye, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried. If a corrective action plan needs to be filed, this motion will take care of it. The other deficiency found in the audit was in the tax account. There are funds that have not been disbursed yet. The recommendation was for the treasurer to reconcile the account and disburse the remaining funds. She will work on getting this done.
- (D) **BS&A Treasurer's Training** - Brenda would like to take this class as she is now preparing her own tax roll and wants to be sure she is doing it correctly. The price will be \$75 to \$85. David Rabe made a motion to approve up to \$85 for Brenda Eilers to attend the BS&A training. Second by Dan Lombard. Eilers, yes; Lombard, yes; Smith, yes; Rabe, yes; Freye, yes. Motion carried.
- (E) **Road Commission Road Reception** - The board members attending will fill out the RSVP and mail it in.

**Supervisor Comments** - None

Adjournment - 9:01 p.m.

Respectfully submitted, Mary Freye