

Claybanks Township

March 11, 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 – New Business G) QuickBooks for Treasurer

Minutes

- (A) **Approval of February 11, 2019 Regular Meeting Minutes** - David Rabe made a motion to approve the February 11, 2019 regular meeting minutes. Second by Brenda Eilers. All in favor. Motion carried.
- (B) **Approval of February 21, 2019 Budget Workshop Minutes** - Brenda Eilers made a motion to approve the February 21, 2019 budget workshop minutes. Second by Dan Lombard. All in favor. Motion carried.

Accounts Payable

- (A) **Approve February Interim General Fund Payable** - David Rabe made a motion to approve the February general fund interim payable in the amount of \$220.00 payable to Postmaster for postage for the treasurer. Second by Dan Lombard. Freye, yes; Rabe, yes; Smith, yes; Lombard, yes; Eilers, yes. Motion carried.
- (B) **Approve March Payables** – Dan Lombard made a motion to approve general fund payables in the amount of \$7,430.97 and the park fund payables in the amount of \$439.01. Second by David Rabe. Smith, yes; Rabe, yes; Eilers, yes; Lombard, yes; Freye, yes. Motion carried.

Correspondence – Miscellaneous correspondence was reviewed.

Public Comment – None

Reports

- (A) **Financial** – General Fund - \$170,722.92; Park - \$80,079.46; Fire - \$48,566.86; Road Improvement - \$10,054.20
- (B) **Zoning Administrator** – Report given by Sara Bizon. No permits were issued. She did state that calls are starting to pick up with questions about what can be done with parcels of land. A lot of those calls are from realtors.
- (C) **Planning Commission** – Report given by Art Gramm. The 2019 schedule of meetings has been established, with the first one being on April 9 at 7:00 p.m.
- (D) **Cemetery Committee** – No report.
- (E) **Clerk** - Mary Freye reported that we are now required by law to use an electronic poll book for future elections. A grant has been applied for and approved to purchase that. A review of changes to elections, same day voter registration and no reason absentee ballots as a result of Proposal 3 was discussed. Mary will have to attend more training sessions and take online courses to learn and meet requirements as a result of new legislation.

Unfinished Business

- (A) **Municipal Civil Infraction Ordinance** - Supervisor Dick Smith said the magistrate is reviewing our ordinance. We are waiting to hear her response.
- (B) **Park Manager and Assistant Manager Contracts** - David Rabe made a motion to offer Jesse and Carol Cisneros the same contracts as last year for Park Manager and Assistant Manager respectively. Second by Brenda Eilers. Eilers, yes; Lombard, yes; Smith, yes; Rabe, yes; Freye, yes. Motion carried.
- (C) **Brine Contract** - Dick Smith did speak with the Road Commission. We have to choose from the options they presented in their letter. Discussion ensued about the pros and cons of the two options. Dan Lombard made a motion to approve the Great Lakes Chloride bid. Second by David Rabe. Rabe, yes; Freye, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried.

New Business

- (A) **Approve FY 2019-2020 Budget** - David Rabe made a motion to approve the proposed FY 2019-2020 budget. Second by Brenda Eilers. Lombard, yes; Rabe, yes; Freye, yes; Smith, yes; Eilers, yes. Motion carried.
- (B) **Review/Adjust Appointed Board and Commission Compensation**
- Dan Lombard made a motion to pay the Board of Review Chairman \$15 per hour and Board of Review members \$13 per hour with a three hour minimum. Second by Brenda Eilers. Rabe, yes; Freye, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried.
 - Mary Freye made a motion to pay the Planning Commission Chairman \$100 per meeting and Planning Commission members \$50 per meeting. Second by Dan Lombard. Freye, yes; Rabe, yes; Smith, yes; Lombard, yes; Eilers, yes. Motion carried.
 - It was agreed the Planning Commission Secretary would remain at \$50 per meeting.
 - It was also agreed that the Zoning Board of Appeals compensation would remain the same as theirs was adjusted less than a year ago.
 - Mary Freye made a motion to pay the Cemetery Assistant \$50 per visit/grave marking. Second by Dan Lombard. Smith, yes; Rabe, yes; Eilers, yes; Lombard, yes; Freye, yes. Motion carried.
- (C) **Clerk Salary Resolution** - David Rabe offered a resolution to increase the clerk salary to \$13,000 per year for FY 2019/2020. Support by Dan Lombard. Rabe, yes; Freye, abstain; Eilers, yes; Lombard, yes; Smith, yes. Motion carried.
- (D) **Shelby Pride Day** - We received a letter from Shelby Schools with an offer for their students to help with a community project. Dick Smith will call them about helping to clean up at the park prior to opening.
- (E) **Grant Township Fire Protection Agreement** - Grant Township has proposed an \$1,800 increase in their fee for fire protection. We budgeted for a \$1,500 increase. Dick Smith will talk to Grant Township and see if they would be agreeable to a \$1,500 increase. David Rabe made a motion to table this until the April regular meeting. Second by Brenda Eilers. All in favor. Motion carried.
- (F) **Audit** - Brenda Eilers made a motion to hire Lake Michigan CPA Services to perform our audit for a fee not to exceed \$2,900. Second by Dan Lombard. Eilers, yes; Lombard, yes; Smith, yes; Rabe, yes; Freye, yes. Motion carried.
- (G) **Stony Lake Road** - Benona Township is going to pave Stony Lake Road from the stop sign to the S-curve and they would like Claybanks Township to participate in this project. Oceana County Road Commission suggested chipping in \$10,000 to \$20,000. It was agreed we would like to participate, but we will wait until we finish the current fiscal year to see what we have left to work with.
- (H) **QuickBooks for the Treasurer** - When the treasurer's computer crashed she lost all of her programs. We no longer have an old QuickBooks disc she can reload. David Rabe made a motion to purchase QuickBooks for the treasurer not to exceed \$250. Second by Dan Lombard. Lombard, yes; Rabe, yes; Freye, yes; Smith, yes; Eilers, yes. Motion carried.

Supervisor Comments - None

Adjournment - 8:41 p.m.

Respectfully submitted,

Mary Freye