

Claybanks Township

November 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 D) Snowplowing; E) Election Source Warranty on Election Equipment

Minutes

(A) Approval of October 14, 2019 Regular Meeting Minutes - David Rabe made a motion to approve the October 14, 2019 regular meeting minutes. Second by Brenda Eilers. All in favor. Motion carried.

Accounts Payable

(A) Approve November Payables - Dan Lombard made a motion to pay the general fund payables in the amount of \$8,808.16 and the park fund payables in the amount of \$589.19. Second by David Rabe. Rabe, yes; Freye, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried.

Correspondence – Miscellaneous correspondence was reviewed. A FOIA request was received asking for information on voters taken off the roll since the 2018 election. This was received by more than one clerk in Oceana County. It was responded to in the appropriate time by email, as requested.

Public Comment – The bridge on Roosevelt Road was closed by the road commission. An audience member wondered if the township knew about it and if there were any plans to fix it. Jeff Davey said he talked to the road commission workers when they were closing it and they told him they were condemning the bridge. Dan Lombard said some time ago he was told that the road commission wanted the township to pay \$62,000 as our share of repairing it. The rest would come from grant money.

Pete Shlagor said he completed the Citizen Planner program. He said it was very good and he encouraged the board to send at least one commission or board member each year. He said there was a lot of talk about bylaws for the Planning Commission and ZBA. Mary Freye said the Zoning Ordinance contained guidelines for this, but not bylaws per se.

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** – Sara Bizon was absent due to the weather, but had submitted her report. She issued one permit.
- (C) Planning Commission** – Report given by Art Gramm. The Planning Commission will hold a public hearing on November 12, 2019 to hear public comment on the Civil Infraction Ordinance and Prohibition of Marijuana Establishments Ordinance.
- (D) Cemetery Committee** – Report given by Art Grumm. He said Carol Royalty dragged some big branches up by the road in Pine Grove Cemetery. Nothing else to report.
- (E) Park** - Nothing to report.

Unfinished Business

(A) Civil Infraction Ordinance - Public hearing tomorrow night.

(B) Prohibition of Marijuana Establishments Ordinance - Public hearing tomorrow night.

New Business

(A) Assessor Contract - The assessor contract expired October 31. The board agreed that Sara Bizon is doing an excellent job for us and brings a good deal of knowledge and expertise to the table. It was noted that in the past the assessor position had a three year contract instead of one. Dan Lombard made a motion to offer Sara Bizon a three year contract for \$22,000 per year. Second by Brenda Eilers. Eilers, yes; Lombard, yes; Smith, yes; Rabe, yes; Freye, yes. Motion carried. Dick Smith will contact Sara.

(B) Flood Plain Management Resolutions and Ordinance Adoption for National Flood Insurance Program Participation - Someone contacted Sara Bizon about their need to obtain flood insurance for their mortgage and the inability to do that as the township did not approve the maps and adopt the appropriate resolutions and ordinances in 2014. It is possible to approve this retroactively, but will need an application, two resolutions and an ordinance approved to make this happen. Sara sent the necessary documents for the board to review and adopt/approve. The application does not need approval, but needs to be submitted with the adopted resolutions and ordinance. Sara was called and put on speaker phone during the meeting to answer questions about how this works. She stated once the resolutions and ordinance were approved, she would submit them to the proper agencies.

1) Michigan Community Resolution and Intergovernmental Agreement to Manage Floodplain Development for the National Flood Insurance Program -

David Rabe made a motion to adopt the Michigan Community Resolution and Intergovernmental Agreement to Manage Floodplain Development for the National Flood Insurance Program. Support by Dan Lombard. Lombard, yes; Rabe, yes; Freye, yes; Smith, yes; Eilers, yes. The supervisor declared the resolution passed.

2) Michigan Community Resolution to Manage Floodplain Development for the National Flood Insurance Program -

David Rabe made a motion to adopt the Michigan Community Resolution to Manage Floodplain Development for the National Flood Insurance Program. Support by Brenda Eilers. Smith, yes; Rabe, yes; Eilers, yes; Lombard, yes; Freye, yes. The supervisor declared the resolution passed.

3) Ordinance Addressing Floodplain Management Provisions of the State Construction Code -

David Rabe made a motion to adopt the Ordinance Addressing Floodplain Management Provisions of the State Construction Code. Second by Dan Lombard. Rabe, yes; Freye, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried.

The complete resolutions and ordinance will be included in the minute book with the November minutes.

(C) Township Attorney - We received notice from Township Attorney, Doug Hughes, that he is joining another firm. The township has the option to retain him and his staff at the new firm, or terminate him as our township attorney and pursue a new one. After discussion, it was felt this might be a good time to retain an attorney closer to home. Mary Freye made a motion to terminate Doug Hughes as our township attorney and pursue a new one. Second by Brenda Eilers. Freye, yes; Rabe, yes; Smith, yes; Lombard, yes; Eilers, yes. Motion carried. Mary Freye will send a letter of thanks with the termination form. The board was in agreement that the supervisor should contact Brian Monton to see if he would be interested in representing

the township and what his rates would be.

(D) Snowplowing - Dan Lombard spoke with Karl Lemmen to see if he would be willing to plow the township hall again this winter. He was agreeable to plowing for us at the same rate as last year. Dan Lombard made a motion to hire Karl Lemmen to plow for the township this winter. Second by David Rabe. Eilers, yes; Lombard, yes; Smith, yes; Rabe, yes; Freye, yes. Motion carried.

(E) Election Source Warranty on Election Equipment - The State of Michigan is only covering the cost of five years warranty on election equipment. Townships will need to pay for the remaining five years. Election Source is offering a payment plan that would begin in December or March to make the cost easier to budget for townships. It was unclear what our cost would be from the information provided. Mary Freye would like to contact Election Source to get the actual cost and revisit it at the December meeting. David Rabe made a motion to table this until the December meeting. Second by Dan Lombard. Rabe, yes; Freye, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried.

Supervisor Comments - None

Adjournment - 8:32 p.m.

Respectfully submitted, Mary Freye