

Kenockee Township

Board Meeting Tuesday, August 10th 2021

Meeting was called to order at 7:02 p.m.

Roll Call was conducted with all five board members present.

Supervisor Molesworth led the meeting with the Pledge of Allegiance.

Minutes for July 13, 2021 were presented. **Motion by Trustee Schieweck, 2nd by Trustee Hawks** to approve minutes as presented. **Motion passed. Approved: 5-0**

Agenda for August 10th, 2021 meeting was presented: with changes:

to add Affidavit presented by Jim Golembiewski under Zoning compliance and Zoning Enforcement report.

Motion by Trustee Schieweck to approve Agenda 2nd by Trustee Hawks. Motion passed.
Approved 5-0

Treasurer's Report: given by Treasurer Shappee.

Tax account money that's been transferred.

\$130,798.46 to Fire Department Fund.

\$19,044.09 Admin Fee / \$401.17 interest to General Fund. Still about \$25,000.00 remaining that Treasurer is trying to find out which account it belongs. It is either Admin fees that did not get transferred to General fund and remained in the tax account. After settlement day all money should be transferred and not left remaining in the tax account. As soon as it's determined which account fund it will be transferred.

Prior to tonight's Bills

General Fund:	\$51,000.00
Building Fund:	\$20,475.20 expired permit money remaining will be moved out of this account.
Fire Dept Fund:	\$110,000.00
Parks and Rec' Fund:	\$18,797.18

2 Bank Accounts have been closed and moved to Choice One Bank.

\$1,116.00 was transferred to the fire department account

\$114.00 was transferred to the General fund interest remaining in account.

The accounts have been closed.

Treasurer Shappee addressed the 2020 billing date on the tax bills that was accidentally misprinted. She stated that the software did not update all areas of the invoice automatically. MTA advised Treasurer Shappee that it was the total discretion of the township board, if the township wanted to reissue invoices with the corrected date, but not necessary. People know when their property taxes are due and when to pay them. It would cost the township another \$600.00 cost to reissue invoices.

Motion made by Treasurer Shappee, 2nd by Trustee Schieweck that the township not reprint the summer tax bills because we are not obligated. Schieweck. **All in Favor 5-0.**
Motion passed

There have been 7 deposits made into the tax account so far from people paying their taxes.

Bank accounts that are CD accounts remain open at the other banks to allow them to reach their maturity.

Assessor's Report: None

Guest Speaker: St. Clair County Sheriff Mat King was present at the meeting to talk about programs, changes and improvements within the Sheriff's department since he took office last November. He answered questions from the residents and board members present.

Fire Department Report: given by Chief Jason Rottmann.

Run totals for the month were not available at the time of the meeting.

Update on Engine 35: Apollo states there is still no timeframe when repairs will be completed, they are still waiting on the parts to arrive. They have not been able to determine where the water leak on the tank is coming from at this time.

The fire department has located a couple of trucks that can be borrowed or rented from other fire agencies in the area. 1 from Clyde township and 1 from Delaware Township.

The Fire truck will only be used in the event of a need for a front-line engine response to a call per Schieweck.

Engine 47 could be used as a front-line engine, but does not carry the necessary equipment to be a front-line engine. The fire department is currently carrying the necessary equipment on the trailer and in the rescue to the scene, so that they can attempt to get the fire out until mutual aid arrives, per Chief Rottmann. Chief Rottmann also stated, Kenockee Township would be responsible for all repairs to the borrowed fire truck.

Clyde Fire department Chief will be discussing this matter with their township board at their meeting and letting us know what is determined following the meeting. As soon as Chief

Rottmann hears from Clyde Township Fire Chief he will notify us of the decision made by their board members.

The Fire Department did a training at Central Dispatch to learn how the radio system works. This was the same night as the tornado warning.

Emergency Warning Siren:

Per Chief Rottmann, on return back to the area, Trustee Schieweck and him could not hear the tornado siren until they cleared that tree line on Imlay City Road east of Kilgore. The Fire department has received several complaint phone calls from the residents stating they were not able to hear the siren.

Trustee Schieweck presented literature regarding a new warning siren for the board to consider.

Jerry Nuss commented, stating that Westshore was just out and advised the Emmett fire department of their siren options with battery backup system. The cost was around \$27,000.00 and there was a yearly fee maintenance fee in the amount of \$400.00. The maintenance fee covered a new replacement battery every 4 years free of charge. This is through St. Clair County Emergency Management. He stated that our original sirens were all on 2 tone system and the county is changing to digital using then original VHF frequency. The County's ultimate goal is to be able to control the sirens as the weather pattern is moving. The county's agenda is to update all emergency sirens in the county.

Fire Chief Rottmann suggests that the township purchase a bigger siren for the township location and move the current siren to the town of Avoca. So that the residents in town and surrounding area will be able to hear the warnings. The citizens can not rely on phones, because not all went off nor tv to be warned due to satellites go down in the storms. The siren is what's going to save lives in the township and right now the current siren is not going to do it and something has to be done.

The board will look into Rescue plan to see if it can be used to update the emergency siren warning system.

Fire Chief Appointment: per Treasurer Shappee, checking with MTA the board can make a decision that is not a standard thing like a contract. The board can accept the fire chief appointment under the stipulation until the resignation from position or there is reason for dismal.

Motion made by Treasurer Shappee, 2nd by Trustee Hawks to appoint the Fire Chief Jason Rottmann to a 3-year term, expiring in August 2024. **All in Favor 5-0 Motion Passed.**

In the event that something should happen to the Fire Chief, the assistant chief appointed by the Fire Chief, who is in office at the time, would step up into the chief position as chief.

Appointment of Fire Department Officers:

Motion made by Treasurer Shappee, 2nd by Trustee Hawks to appoint the following officers presented by Chief Rottmann. **All in Favor 5-0 Motion Passed**

James Vincent: Assistant Chief

Keith Fones: Captain

Nick Engel: Lieutenant

Joshua Schieweck: Training Officer

Emmett Fire Department Contract: Amount owed \$13,720.41 per Chief Jason Rottmann and Board Members pay the contract in full.

Planning Commission Report: given by Trustee Joshua Schieweck. 2 land splits occurred 1st on Imlay City Road, 2nd Schieweck property on Brown Road.

The Commission will be looking into the 25ft setbacks and handicap parking and add on the agenda for September's meeting.

Zoning Compliance and Zoning Enforcement Report: given by Charles Peace.

Charles Peace presented a proposed fee structure to basically cover the cost of what the enforcement officer does.

1. If Compliance occurs following a 10-day letter and without having to go to court. \$50.00
2. If Compliance does NOT occur and a violation ticket is issued and matter is forwarded to the District Court for resolution. \$150.00

Motion made by Clerk Hill, 2nd by Trustee Schieweck to accept as proposed Enforcement fee structure presented by Charles Peace. **All in Favor 5-0 Motion Passed**

Jim Golembiewski: The township is getting response from the 10-day letters.

As Zoning Administrator several letters have been sent out as follows:

Mayer Road: for their property located on Kilgore Road: Owner responded and is going to advise the tenants to clean up the area.

Ruddock Road: Owner responded and the township has received a statement from the owner. He has been given 2 months to clean his area up.

Cribbins Road: Owner has responded and is to respond into the office to sign a statement.

New complaint at 9711 Avoca Road. 10-day letter to be sent.

New complaint on Beard Road. Edison contacted Paul Raicevich due to a blown transformer.

All letters that have been sent out by the township have received responses.

The township has received information from the State police of a unit within the agency to assist with the growers. A Marijuana and Tobacco Special Investigative Unit.

Jim Golembiewski presented an Affidavit compliance form: a quick questionnaire stating they are not a marijuana grower and what they want a permit for whatever and the reason they want the power they are requiring. Other agencies are using this form.

Fee schedule presented by Golembiewski for special uses:

Type 1 / House (to grow in house)

Type 2 / Special use permit

Forms to be reviewed by the board and a decision to be determine at September meeting.

Board of Review Report: None

ZBA Report: None

Parks and Recreation Report: given by Trustee Joshua Schieweck

Schieweck presented the proposed bids for the purchase of a lawn mower for the parks.

Board members agreed that the John Deere Z950M Trak cost \$10,399.56 with a 4-year bumper to bumper warranty was the best option. It's located at Greenia's Outdoor Power Company

Treasurer Shappee presented that township Should pay 25% of the lawn service bill as previous done in the past. Board agrees.

Parks: \$ 7799.67

Twp: \$ 2599.89

\$10,399.56

Motion by Clerk Hill, 2nd by Trustee Schieweck to purchase a new lawn mower Parks paying 75% and Township paying 25% not to exceed \$10,500.00 along with sharing maintenance expenses, 2nd by Schieweck. **Roll Call J/Y, T/Y, P/Y, B/Y, G/Y Motion Passed.**

Schieweck to obtain cost of an extended warranty to add to original warranty.

Motion by Treasurer Shappee, 2nd by Trustee Schieweck to reimburse Parks \$300.00 from Township to cover the township portion of July lawn bill. **Roll Call J/Y, T/Y, P/Y, B/Y, G/Y.**

5-0 Motion Passed

Amendment 8/11/21: Parks reimbursed \$300.00 the township portion of lawn bill.

Trustee Schieweck will obtain bids for soffit and electrical lights for the pavilion/concession stand.

Roads and Bridges Report: given by Supervisor Molesworth

Chloride application is complete. Single application has been done for the last 8 years.

Bricker Road update: East side of road is done. Waiting to hear from Township if they can do the West side of road. It appears it's under budget.

6,000 tons of lime stone has been dumped on Kenockee township Roads so far.

Roads and Bridges Report continued:

County will be replacing cross tube on Bricker Road.

Township received the application for the 2022 Local Road Funding Assistance Program. Township must submit application to the county prior to September 30, 2021. Unknown if a specific project must be submitted, older forms show to be determined.

There is a large culvert replacement program out this year. There is 50/50 cost share between the County and Township. It will be awarded based on the point system. Board is not sure if Township will qualify for this program. Township to apply by April 2022 and work to be completed by the year 2025.

Supervisor Molesworth and Trustee Hawks to check out the locations listed to be repaired. Possible opportunity to get assistance on listed culvert on Beard Road under this program if qualified.

Old Business:

1. **Trustee Hill:** American Rescue Plan Act was submitted 07/23/2021 and accepted by all the departments. Waiting to receive the Cage Number from the Department of Defense.
2. **Treasurer Shappee:** The Rescue Plan Act allows to use money from fund to give a raise to employees that make less than \$15.00 an hour. Kelli Petty being an essential worker who deals with the public qualifies to use fund money to allocate her raise.

Motion made by Trustee Hawks 2nd by Clerk Hill, to give Kelli Petty office manager a raise of \$3.00 an hour premium pay to make her pay \$16.00 an hour. **Roll Call T/Y, P/Y, B/Y, G/Y** (Trustee Schieweck temporarily left meeting to respond to a structure fire). **4-0 Motion Passed.**

Treasurer Shappee add another line under pay labeled premium pay \$3.00 in order for reimbursement back to the township from the American Rescue Plan Act.

Next pay raise will be at the next budget meeting in March 2022.

3. **Creation of New Township Website.** Treasurer Shappee located the Schumacher Group that has done several other townships. 2 Packages: Shappee feels the silver package for \$1,750.00 and \$45.00 a monthly fee for the on-going ADA compliance. \$500.00 a year for on line support. We will no longer be allowed to use a .org it is now going to be regulated by the government now so websites will all be .gov. All forms will be on line and can have several departments within the website. The website will be set with the officemgr@kenockeetwp.org email so that it will all be connected forwarded and those who know this website will still be able to contact us with no problems. Shappee to forward all information to all board members to review.
4. **Treasurer Shappee:** BS&A Trial Run was Successful. It's on to the next stage. We are going to be live by the middle of December 2021.
5. **Clerk Hill:** regarding IT Right we've received the quotes and some of the quotes didn't match up. Tom Conway with IT Right is reviewing the quotes and will get back in contact with us. IT Right to start on boarding at the end of August 2021.
6. **Clerk Hill** to obtain the outside sign quotes and check with the other townships to see where they obtained their signage. Clerk Hill will also see if this is something at falls under the infrastructure of the American Rescue Plan.
7. **Supervisor Molesworth:** stated that new Letterhead for the township should be designed by the board. Supervisor Molesworth to review photos and drawings of the trestle to add to the letterhead.
8. **Treasurer Shappee:** MERS is in contact with Nationwide directly. The transition is going along. We will able to submit to MERs shortly and no one will be able to withdraw from Nationwide
9. **Clerk Hill:** Township employment paperwork that is not being returned by some employees. Clerk Hill contacted MTA regarding what is the guideline to request this information from the employees. Per MTA it was suggested that the employee be contacted by letter from the township requesting the documents by a certain deadline. Stating that it is the laws by the State of Michigan and the IRS that the township must have their documents on file as an employee. If the documents are not returned within the time period stated. The Board then will consider that the employee no longer wishes to work for the township and they will be removed from their position by the Board.

New Business:

1. **Treasurer Shappee:** If someone wishes to address something at an upcoming monthly board meeting, they should submit their request to the office 10 days prior to the meeting. This will allow lead time for the board members to review any documentation and to be added to the upcoming agenda. This will also allow for the agenda to be available 7 days prior to the meeting.

Motion made by Treasurer Shappee, 2nd by Clerk Hill anything that someone wishes to address at the monthly board meeting must be submitted 10 days prior to the board meeting for review by the members. **All in Favor. Motion Passed 4-0**

2. The board members discussed the topic of retrieving the documents and township laptop, currently being stored at former Clerk Sanford Fuller's home. Trustee Schieweck stated that he would make contact with Mr. Fuller in person regarding this matter.

Trustee Schieweck returned to board meeting.

3. **Supervisor Molesworth made a Motion, 2nd by Treasurer Shappee** to make the pay of all committee members excluding the fire department, \$36.00 per meeting. **All in Favor 5-0 Motion Passed**
4. **November 2021 School Board Election**: Clerk Hill received an email regarding the upcoming November election asking if we would like to opt in or out of hosting the election at our township along with hosting Emmett and Riley Townships. **Motion was Made by Trustee Schieweck 2nd by Treasurer Shappee** to opt in to host the November election for Kenockee, Emmett and Riley Townships. **All in Favor 5-0 Motion Passed**
5. **Rental Properties**: Treasurer Shappee stated that a resident who owns rental properties in the township and stated that she believes there should be ordinances pertaining to rental properties in the township. Shappee would like the planning commission to look into rental ordinances. Planning Commission to review and update board at next meeting.

Approval of Payment of Township Bills:

Township Bills: Presented by Clerk Hill

Bills paid through 8/10/2021

Township: \$7750.17

Fire Dept: \$604.14

Parks: \$1388.00

Payroll: \$8488.64

Motion to pay Township bills as presented by Treasurer Shappee, 2nd by Supervisor Molesworth.

Roll Call: J/Y, P/Y, B/Y, G/Y, T/Y. All in Favor 5-0 Motion: Approved

Motion Made by Clerk Hill, 2nd by Hawks to pay \$10,000 to St. Clair County Road Commission to pay Invoice 903484 in full in the amount of \$ 4867.00 and \$5133.00 towards the balance of Invoice 903485. **Roll Call J/Y, P/Y, B/Y, G/, T/Y**

Motion Passed 5-0

Comments from the Floor: Mike Francek states, “he feels that the township needs to recognize Robert Mielke for his 21 years of service to the township.” The board is reviewing different ways to recognize Robert for his service.

Motion made by Trustee Schieweck to Adjourn meeting at 10:23 p.m. 2nd by Treasurer Shappee. All in Favor 5-0

Meeting Adjourned

Minutes prepared by:
Brenda Hill
Township Clerk.