

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MONTHLY BOARD MEETING  
DECEMBER 11, 2024

The December board of trustees meeting was called to order at 7:00 p.m. and was followed by the pledge to the flag

Roll call was taken with Butler, Keith Scott, Reliford, Kot, and Jackson all present.

The consent agenda was approved with a motion by Reliford and support by Keith Scott. Motion passed. The consent agenda consisted of the November 13<sup>th</sup> meeting minutes and the November financial statement. The November financial statement is as follows: CD's \$75,763.14, tax acct. \$404.11, trust & agency \$6,569.93, bldg. admin. \$17,193.77, general fund \$16,507.72, revenue sharing \$590,491.07, park \$25,845.11, A.R.P.A. \$747.39, fire millage \$18,274.82 and road millage \$26,592.11. Accounts payable for November had a total paid expenses of \$56,055.49 out of the general fund.

Treasurer Kot informed the board that the 2024 winter tax bills have been sent out. She also attended the St. Clair County Treasurer's Meeting and it was brought up that the county plans to transition to BS&A cloud in 2026. When they do transition, Emmett Township may have to switch platforms as well and no longer use QuickBooks. If the Township has to convert everything over to BS&A, future budgeting needs to be done for the transition.

Ideas for what to include in the Township Newsletter are still in the works. The Park Committee has provided their information that they would like to see in the newsletter.

Supervisor Butler has been researching other township examples of Hall Use Forms. The hall use form will be one form for handling both the park and hall uses. It was determined that the Township Hall board room has a max occupancy of 32 people. Butler hopes to have a draft complete for January's board meeting.

The remaining ARPA funds are to be used on additional security cameras for the building. Butler will be getting a bill/work order from the vendor to get those funds cleared out. Approval for a new filing cabinet for the Clerk's office was also made to use up any remaining ARPA funds that there may be.

Supervisor Butler has reached out to 2 contractors so far about a quote for new lighting for the Township Hall Board room. The quote will be to update and change over the current lighting to LED. He will be reaching out to one more vendor for a quote before the board makes a decision.

The December Board of Review meeting was held yesterday. The next meeting is scheduled for March. 4072 Keegan Rd had an adjustment decrease made to a clerical error in adding a barn. 3747 Emmett Rd had an adjustment increase made to a clerical error in adding a home and a pole barn.

Clerk Jackson forgot to provide the Building Admin report for November, so that will be tabled until the January Board meeting.

Clerk Jackson updated the Board on the election reimbursements. All requests have been submitted and the Township is waiting on three reimbursements to be finalized.

Treasurer Kot spoke about different fraud prevention recommendations for the Township to consider such as moving the mailbox, positive pay, and sweep accounts. These recommendations were brought up at the county treasurer's meeting that Kot attended.

Now that the Choice One Bank in Emmett has closed, the Township needs to designate a branch to be our keeper of the records. Reliford made a motion to designate the Memphis Choice One Bank to be the retainer of Emmett Township's banking records. K. Scott supported to motion.

All in favor Aye: 5 Nay 0

Motion passed.

**Deposit Account Resolution #24-18: Public Funds.** The resolution was approved with a motion by Butler and supported by Reliford.

All in favor Aye: 5, Nay: 0

Motion passed.

**Deposit Account Resolution #24-19: Government Entity.** The resolution was approved with a motion by Butler and supported by Reliford.

All in favor Aye: 5, Nay: 0

Motion passed.

Supervisor Butler presented the following as board appointments to take affect January 1, 2025:

**Board of Review**

Patrick Bolday	2-year term expires December 31, 2026
Lawrence Powers	2-year term expires December 31, 2026
Michael Wolschon	2-year term expires December 31, 2026

**Planning/Park Commission**

Scott Mueller	3-year term expires December 31, 2027
Sandy Reliford Board of Trustees liaison	4-year term expires November 20, 2028
Joanie Bowen	3-year term expires December 31, 2027
Carrie Roose	2-year term expires December 31, 2026
Patrick Powers	2-year term expires December 31, 2026
Michael Hull	1-year term expires December 31, 2025

**Zoning Board of Appeals**

Scott Mueller	3-year term expires December 31, 2027
Karen Perry	2-year term expires December 31, 2026
Lawrence Powers	3-year term expires December 31, 2027
Patrick Keegan	1-year term expires December 31, 2025
Donald Dunn      Alternate	1-year term expires December 31, 2025
Keith Scott      Board of Trustees liaison	4-year term expires November 20, 2028

Butler made a motion to appoint the above listed individuals to the Board of Review and was supported by Jackson.

All in favor Aye: 5 Nay: 0

Motion carried.

Butler made a motion to appoint the above listed individuals as the Planning/Park Committee and was supported by K. Scott.

All in favor Aye: 5 Nay 0

Motion carried.

Butler made a motion to appoint the above listed individuals as the Zoning Board of Appeals and was supported by Reliford.

All in favor Aye: 5 Nay: 0

Motion carried.

The Township is still in need of alternates for Board of Review and Zoning.

Building Administrator, Jim Waddy, provided the board with a proposal request for a new building permit fee schedule. He provided current fee schedules of neighboring communities as comparison to support his fee increase request.

Jackson made a motion to approve the new fee schedule as presented to take effect January 1, 2025, and it was supported by K. Scott.

Roll Call: K. Scott; Yea, Reliford; Yea, Kot; Yea, Jackson; Yea and Butler; Yea.  
Motion Passed.

The new fee schedule will also be posted on the website.

Planning gave their report.

The Park Committee reported that an Eagle Scout gave his presentation on November 27<sup>th</sup> on his park bench and bluebird bird houses he made as a donation for his Eagle Scout project.

Dennis Delor from the St. Clair County Parks and Recreation Commission wrote a letter stating that Emmett Township's grant application request for funding for the construction of the walking trail was rejected at this time.

There was nothing new for the enforcement officer report.

Butler made a motion to write a requested letter of support on Township letterhead for 123NET to receive BEAD funding to improve high-speed internet service in the county. Reliford supported.

All in favor Aye: 5 Nay: 0

Motion passed.

Reliford made a motion to adjourn and was supported by Jackson. Motion passed.  
Meeting was adjourned at 8:47 p.m.

Respectfully submitted,



Stephanie Jackson, Clerk