

EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MONTHLY BOARD MEETING
DECEMBER 10, 2025

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 Jackson, Butler, Keith Scott, Reliford, and Kot, all present.

The consent agenda was approved with a motion by Butler and support by Keith Scott. Motion passed. The consent agenda consisted of the November 12th meeting minutes and the November financial statement. The November financial statement is as follows: CD's \$77,765.08, tax acct. \$604.94, trust & agency \$12,619.33, bldg. admin. \$23,219.63, general fund \$5,985.35, revenue sharing \$628,965.10, park \$35,267.45, fire millage \$26,943.80 and road millage \$90,433.43. Accounts payable for November had a total paid expenses of \$21,690.81 out of the general fund.

Clerk Jackson went over the cyber security options and Butler made a motion to accept Option 2 from Nickel and Saph for Cyber Security through Tokio Marine with an annual premium of \$1,890.00. Reliford supported the motion.

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

Supervisor Butler updated the Board on the Village of Emmett Fire Contract. The next meeting will be at the Village of Emmett Hall on January 8 at 7:30pm. The operating and equipment budget proposals are a 3% increase for 2026 at an estimated cost of \$85,839.94, a 4% increase for 2027 at \$89,273.54, and a 5% increase for 2028 at \$93,737.22. Amounts are determined based off of 5-year run averages which are subject to change based on the number of runs and if other Townships drop out of the agreement.

Jackson informed the board that the new .gov email addresses for the Clerk, Treasurer, and Supervisor will cost the Township \$30 per month.

The Township is still waiting on another quote for tree removal in the park.

Treasurer Kot informed the board that the 2025 winter tax bills were sent out before December 1st.

Clerk Jackson is still working on the new earned sick time policy for the Township.

The 2026 Road Program is being designated for Carney Rd over the Gleason Drain. The work order came in at \$25,000 for Township funds and \$25,000 for County funds at a total estimate of \$50,000. The Township is holding off on signing the work order until things are figured out with the last road program work order that has come in significantly over budget. Butler requested meeting to discuss the numbers, but was denied. He will be attending the road commission meeting to further discuss the matter.

Emmett Township's application for the DNR Recreation Passport grant has been approved. This is a match money grant that will consist of \$25,000 of funds from the Township and \$75,000 from the grant itself for a total of \$100,000. It is expected to take two years to complete. The Community Foundation will continue to help with this grant. The Park Committee is also working on a grants through the National Fitness Campaign and Kaboom.

Reliford made a motion to approve the purchase of a 75" Samsung TV and swivel wall mount for the Board room at a cost of \$699.58. It includes a 2-year warranty and has a Wi-Fi chip which will be good for presentation capabilities. Jackson supported the motion.

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

Supervisor Butler has conflicting meeting schedule dates for both the February and March Board Meetings. The Board agreed to change the February meeting date to Tuesday February 10 and the March meeting, which is also the budget meeting, to Tuesday March 10. Updates will be made on the Township website. The Board is also planning on a January budget workshop which will be decided at the January Board Meeting.

2025 year end tax forms that include W-2's and 1099 have to be processed electronically. Patty Mikolajczyk did these forms for the Township in 2024 and provided a quote to process, electronically submit, print & mail the 2025 forms for the Township. Butler made a motion to approve her quote of \$348 and support was given by Kot.

All in favor Aye: 5 Nay: 0
Motion passed.

Clerk Jackson informed the board that come January 1, Nickle and Saph will be changing everything over to electronic documents. She also stated that recertification for ballot containers are needing to be done. She volunteered Emmett Township's Hall to be a recertification location. Ballot recertification is scheduled to be done Wednesday, January 7th at 1:30pm.

Treasurer Kot has been happy with the new money counting machine. She stated that it can also detect counterfeit bills.

Planning reported that the individual on Bryce Rd will be coming in for permits on his pole building and hole. Permission for mini horses at a property on Atwell Rd has been granted as they have provided all necessary documentation.

The Park Committee reported about the Christmas tree lighting with Santa that was at the Township Hall on December 7th. Donations consisted of the Christmas tree, decorations, and Christmas cookies.

The Building Administrators Report consisted of 15 Items for the month of November.

Correspondence: Butler received an invitation to Capac Schools 2nd annual State of the District Luncheon on Friday January 23 from 12 – 2:00pm.

There was nothing new for the enforcement officer report.

There were no visitor comments.

Reliford made a motion to adjourn and was supported by K. Scott. Motion passed. Meeting was adjourned at 8:21 p.m.

Respectfully submitted,

Stephanie Jackson, Clerk