

EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MONTHLY BOARD MEETING
JANUARY 8, 2025

The January 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 December 11th meeting minutes and the December financial statement. The December financial statement is as follows: CD's \$75,880.58, tax acct. \$266,668.13, trust & agency \$6,576.35, bldg. admin. \$17,658.47, general fund \$53,591.89, revenue sharing \$590,491.07, park \$25,534.30, A.R.P.A. \$0.00, fire millage \$23,075.93 and road millage \$31,393.22. Accounts payable for December had a total paid expenses of \$16,901.78 paid out of the general fund.

February 14, 2025 will be the last day to pay winter tax bills.

Drafts by departments for the township newsletter were submitted to the board. Information is still needed from the Assessing department. The board discussed having the dumpster day date be May 17, 2025. Supervisor Butler will contact Jeff's Rubbish to confirm.

A special meeting will be held on February 19, 2025 at 9:30 a.m. for the purpose of a budget workshop for the 2025-2026 fiscal year.

Installation of the new cameras for the township hall has started. One camera is up and running. Two more still have to be completed.

Supervisor Butler received a quote of \$2,539.50 to update the Township Hall lighting. This includes replacing 130 bulbs to LED, bypassing all of the existing ballast, and fixing the exit/emergency signs. The contact for a second quote never showed up or responded to follow up calls. Butler will contact one more contractor for a quote.

Resolution#2025-1: 2025 Poverty Exemption Policy, Guidelines and Asset Test, was accepted with a motion made by Butler and supported by K. Scott.

Roll call: K. Scott; Yea, Reliford; Yea, Kot; Yea, Jackson; Yea, and Butler; Yea.
Motion was passed.

The board is waiting to hear back on the March Board of Review dates.

November and December's building administrator's report was presented.

The Audit date by King & King will be the morning of June 2, 2025. An exact time still needs to be set.

Butler made a motion to approve the 2025 calendars for the Board of Trustees, Planning Commission, and Zoning Board of Appeals. Jackson supported.

All in favor Aye: 5 Nay: 0

Motion was passed.

Clerk Jackson informed the Board that there is an election security grant available for up to \$1,000.00 that can be used to reimburse the purchase of a new election day laptop as the existing one is no longer any good. This purchase must be made by February 28, 2025 to qualify for the grant. Supervisor Butler made a motion to spend up to \$1,000.00 to purchase a new election day laptop. Kot seconded the motion.

Roll call vote: Reliford; Yea, Kot; Yea, Jackson; Yea, Butler; Yea and K. Scott; Yea.
Motion carried.

Clerk Jackson informed the board that the required preventative maintenance on election equipment will be in 2025 and to make sure to include this is next fiscal years' budget. While attending the December St. Clair County Clerk's Association Meeting, she also learned that current state contracts with election vendors end February 38, 2027. This means that budgets will need to be sent in place for new election equipment in the coming years.

ARPA funds have all been used and closed out.

Supervisor Butler is waiting to hear back from the mail carrier for the best access point for moving the Township Hall mailbox.

The existing school election coordinating committee agreements have expired and are up for re-evaluation. Butler made a motion to opt-in to the four year agreements again for Capac and Yale school districts. Jackson supported.

All in favor Aye: 5 Nay: 0

Motion passed.

Treasurer Kot would like to look into changing out and upgrading the through wall wooden drop box on the building.

Planning updated the board on solar farm inquiries and a letter of intent for a sea container on Sullivan Rd that does not meet the required offsets.

The Park Committee informed the board that their contract with The Foundation is up, but they are still working with the committee to finish up what they started. Future grants will most likely require match money to qualify. Money from the General Fund will need to be incorporated into the 2024 – 2025 budget for park improvements.

Correspondence: The annual township meeting with the St. Clair Road Commission will be February 4, 2025. Butler and K. Scott plan to attend the 3:15 – 4:30 p.m. meeting. The drains at large estimate for next fiscal years' budget should also be received after this meeting.

A visitor commented on Breen Rd drainage concerns. An email was also received on Quain Rd ditch concerns.

A road tour folder will be created for all correspondences relating to roads and ditching projects. This will allow board members going on the road tour to know where requested special attention should be looked at.

Reliford made a motion to adjourn and was supported by K. Scott, Motion carried. The meeting was adjourned at 8:22 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Stephanie Jackson', written in black ink.

Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
FEBRUARY 12, 2025

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

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

The consent agenda was approved with a motion by Reliford and supported by Keith Scott. The motion was passed. The consent agenda consisted of the January 8, 2025 meeting minutes and the January financial statement. The January financial statement is as follows: CD's \$76,002.28, revenue sharing \$622,197.86, park acct. \$25,325.79, tax acct. \$903,979.47, T&A \$7,079.44, bld. admin. \$16,843.89 and the general fund \$16,644.34. Accounts payable for January had a total paid expenses of \$15,547.04 paid out of the general fund.

Treasurer Kot informed the board that she is seeing a lot of checks come in for tax payments where the numerical amount and the written amount do not match. She has been doing her best to contact these individuals for corrections. March 1st the roll gets turned over to the county.

The Board looked over the final draft of the Township Newsletter and agreed to have it printed in black and white at a cost of \$0.10/piece. This newsletter will be mailed with the tax assessment notices.

Butler received a quote from Lightning Electric to update the town hall lighting, move existing wiring, and install new plugs. Their quote came in at \$2,040.00 which was cheaper than the previous company's quote. Butler made a motion to accept the bid of \$2,040.00 from Lightning Electric to be paid out of the capital outlay line item. Kot seconded the motion.

Roll call vote: Reliford; Yea, Jackson; Yea, Kot; Yea, Butler; Yea, and K. Scott; Yea.

Motion passed.

Supervisor Butler stated that the Capac post master said requirements for a new mailbox would be that it has to be reachable from the passenger side of a vehicle. The Board decided that near the basketball hoop in the parking lot would be the best location.

Butler also is going to look into options to help heat the board room to help prevent the water from freezing. One suggestion was looking into a puck for the thermostat.

Keith Scott and Butler attended the annual St. Clair County Road Commission road meeting. There has been an increase for the cost of limestone. Drains has a carryover amount of \$5,273.86 from 2024's fiscal year which will bring the township's funds available to \$9,625.86 for the 2025 fiscal year Drain account. Match Money will be \$23,918.00 and the 70-30 match program will be \$10,323.

Friday, April 11 at 8:00a.m. will be the annual Road Tour.

The Carney Rd bridge project came in at an estimate of \$83,000 being paid with Commissioner Simasko ARPA money. Butler stated that this project might get moved to 2026.

The Community Foundation informed the Township that a \$25,000 donation has been committed from a private donor for the walking trail at Emmett Township's Park. March 17 at 2:00pm will be a meeting to go over funds for the park.

February 19, 2025 at 9:30am, Board members will be holding a Special Meeting for the purpose of a budget workshop. This will be to make any needed budget corrections to the existing budget and to look over and start forecasting for the 2025-2026 fiscal year budget.

March 4th, 2025 will be the Board of Review's Organizational meeting. Petition meetings will be March 10 and March 12. The Township is still looking for a Board of Review alternate.

Resolution #2025-02: Emmett Township Establish Annual Budget Hearing Date, was accepted with a motion made by Butler and supported by Jackson.
Roll call: Kot; Yea, Jackson; Yea, Butler; Yea, K. Scott; Yea, and Reliford; Yea.
Motion passed.

Resolution #25-03: Establish Township Supervisor Salary at \$14,500.00
was accepted with a motion made by Reliford and supported by K. Scott.
Roll call: Jackson; Yea, Butler; Yea, K. Scott; Yea, Reliford; Yea, and Kot; Yea.
Motion passed.

Resolution #25-04: Establish Township Clerk Salary at \$21,500.00
was accepted with a motion made by Butler and supported by K. Scott.
Roll call: Butler; Yea, K. Scott; Yea, Reliford; Yea, Jackson; Yea, and Kot; Yea.
Motion passed.

Resolution #25-05: Establish Township Treasurer Salary at \$19,500.00
was accepted with a motion by Butler and supported by Reliford.
Roll call: K. Scott; Yea, Reliford; Yea, Jackson; Yea, Kot; Yea, and Butler; Yea.
Motion passed.

Resolution #25-06: Establish Township Trustee Salary per meeting to \$120.00
was accepted with a motion by Butler and supported by Jackson.
Roll call: Reliford; Yea, Kot; Yea, Jackson; Yea, Butler; Yea, and K. Scott; Yea.
Motion passed.

The Village of Emmett 2025/26 Fire Contract will be \$83,346.03 for the year. This was roughly a \$6,000 increase from last year. This may cost the township more than the Township's fire millage money, so future budgeting may need to be planned for this expense. Butler made a motion to pay the said fire contact. Kot supported the motion.
Roll call: Kot; Yea, Jackson; Yea, Butler; Yea, K. Scott; Yea, and Reliford; Yea.
Motion passed.

Clerk Jackson informed the board that she purchased the new Election Day laptop with a carrying case for roughly \$660.00. She also informed the board that there will be a May 6, 2025 election for Yale Public Schools pertaining to a sinking fund renewal.

Treasurer Kot received an email from VC3 that Windows 10 will no longer be supported come April. VC3 needs to be contacted to update the Township computers to Windows 11.

The estimate for drains at large for the year is \$10,000.

The Planning Commission gave their report. The sea container request on Sullivan Rd is not aloud.

The Park Committee gave their report.

Supervisor Butler presented the Building Admin report for the month of January.

There was no enforcement report.

Correspondence came from the County Commissioners. They are requesting supervisors to join their Environmental Health Appeals board as they have vacancies.

Butler made a motion to adjourn and was supported by Jackson. Meeting was adjourned at 8:33 p.m. Motion carried.

Respectfully submitted,

Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES
SPECIAL CALLED MEETING
February 19, 2025

The special meeting was called to order by Supervisor Butler at 9:30 a.m. Roll call was taken with Butler, Keith Scott, Jackson, and Kot all present. Reliford was not in attendance.

Butler made a Motion to accept the budget corrections for the current fiscal year's budget as presented (see attachment) and was supported by Kot.

All in Favor Aye: 5 Nay: 0

Motion passed.

The Board discussed numbers for the draft budget for the fiscal year April 1, 2025 to March 31, 2026.

Butler made a motion to adjourn and Kot supported. Motion passed. Meeting was adjourned at 12:13 p.m.

Respectfully Submitted,

Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES
SPECIAL CALLED MEETING
March 10, 2025

The special meeting was called to order by Supervisor Butler at 9:30 a.m. Roll call was taken with Butler, Keith Scott, Reliford, Kot, and Jackson all present.

Butler made a motion to appoint Janet Butler as an alternate to the Board of Review for a one-year term. Reliford supported the motion.

All in Favor Aye: 5 Nay: 0

Motion passed.

Butler made a Motion to accept the budget corrections for the current fiscal year's budget as presented (see attachment) and was supported by Kot.

All in Favor Aye: 5 Nay: 0

Motion passed.

The Board discussed numbers for the draft budget for the fiscal year April 1, 2025 to March 31, 2026.

Jackson made a motion to adjourn and Butler supported. Motion passed. Meeting was adjourned at 12:28 p.m.

Respectfully Submitted,

Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MARCH 12, 2025

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

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

The consent agenda was approved with a motion by Reliford and supported by K. Scott. The motion was passed. The consent agenda consisted of the February 12 regular meeting minutes, February 19 special meeting minutes, March 10 special meeting minutes and the financial statement. The February financial statement is as follows: CD's \$76,124.27, revenue sharing \$612,452.86, park acct. \$25,335.50, tax acct. \$42,464.22, T&A \$7,832.28, bldg. admin. \$17,781.98 and the general fund \$126,495.04. Accounts payable for February had a total paid expenses of \$14,340.88 paid out of the general fund.

The tax roll has been turned over to the county as well as the final disbursements. Treasurer Kot also confirmed delinquencies with the county.

Residents appear to like the updates that were sent out in the Township Newsletter. The board discussed sending out another one with the summer tax bill. Jackson brought up that not all residents get their summer tax bill, as some go to the title companies. The board will look into other possible options for a second newsletter.

The company that was approved for the Town Hall lighting quote is on vacation. Butler informed him that he would like the project to be billed out by March 31st

Board of Review finished today

Scott Mueller spoke during the Public Comment in regards to the park improvements and DNR grant submission. He stated that he has received five letters in favor of the changes and submitted them to the Clerk. Mueller has received positive feedback from the Township Newsletter that went out with park information and has already had multiple vendors reach out for the farmer's market. He stated the kids are excited for the nature trail and the features of it.

Treasurer Kot has also received phone calls about how to be a vendor at the farmer's market.

Resolution 25-7: Approve and Authorize the Submission of Grant Application to the Michigan DNR Trust Fund Program and Recreation Passport Program was accepted with a motion by Reliford and supported by K. Scott.

Roll call: Kot; Yea, Jackson; Yea, Butler; Yea, K. Scott; Yea, and Reliford; Yea. Motion passed.

Clerk Jackson informed the board that the Township has received the round two state election reimbursement for the purchase of ballot bags in the amount of \$810.54. She also stated the Logic and Public accuracy test date for the May 6, 2025 Yale School Election has been scheduled for Monday, April 7th at 2:00pm. The Public Accuracy testing will begin at 3:30pm.

Treasurer Kot reported that credit card usage for tax bill payments have increased. She also wondered if there was a possible sensor that could be installed into the new mailbox to alert her when mail has been dropped.

Cindy Dodge from MTA will be coming out to Emmett Township for a township training on May 14, 2025 from 2:00pm – 6:00pm. Butler plans to get quotes for a TV for the board room to have one available for the Special Meeting.

Supervisor Butler informed the board that a local company would like to donate a 14-yard dumpster for the spring dumpster day. The board discussed putting up cables across the driveway to prevent people from using the dumpsters before the start of Dumpster Day and posting labels on the individual dumpsters so residents can be sure to place items in the correct dumpsters. Dumpster Day is scheduled for Saturday, May 17, 2025 from 9:00am – 1:00pm.

An Easter Egg Hunt has been scheduled for the Emmett Township Park on April 19th, 2025.

The First date for the Farmer's Market is set to be April 17th, 2025.

Planning gave their report. A resident on Foley Rd was informed that a letter of intent and site plan needs to be submitted before a permit can be issued for a wood boiler.

The Park Committee gave their report.

Supervisor Butler presented the Building Admin Report for the month of February.

Enforcement officer's report: A violation report was submitted by a resident for 13386 Siegel Rd due to junk, unregistered vehicles, tires, and a washer and dryer in the driveway.

Visitor's comments: A resident was inquiring about when the Road Tour would be to have ditching looked at on Breen Rd. Butler informed him that The Road Tour is scheduled for April 11th at 8:00am. Butler said he would contact the resident after he hears back about the final plan results from the road tour.

Another resident presented a letter and feedback on Board of Review.

Reliford made a motion to adjourn the meeting and was supported by K. Scott. Motion was passed. Meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES
ANNUAL BUDGET MEETING
MARCH 12, 2025

The annual budget meeting was called to order at 7:51 p.m. immediately following the regular monthly Board of Trustees meeting. The pledge to the flag and roll call were still in effect with all 5 board members present.

Resolution #25-08: INVESTMENT AND DEPOSITORY DESIGNATION, was accepted with a motion by Butler and support by Jackson.

Roll call: Keith Scott; Yea, Reliford; Yea, Kot; Yea, Jackson; Yea and Butler; Yea.
Motion passed.

Resolution #25-09: INVESTMENT & DEPOSITORY AUTHORIZATION, was accepted with a motion by Butler and supported by Keith Scott.

Roll call: Reliford; Yea, Kot; Yea, Jackson; Yea, Butler; Yea and Keith Scott; Yea.
Motion passed.

Butler made a motion to add an income line item to the General Fund budget called “Fund Balance” in the amount of \$25,000 for a deposit from the revenue sharing account and to add an expense line item called “park” to account for any money from General Fund going towards the park account. Reliford seconded the motion.

All in favor Aye: 5 Nay 0

Motion passed.

Resolution #25-10: GENERAL FUND 2025-26 BUDGET of \$584,447.03, was accepted with a motion by K. Scott and support by Butler.

Roll call: Kot; Yea, Jackson; Yea, Butler; Yea, Keith Scott; Yea, and Reliford; Yea.
Motion passed.

Resolution #25-11: BUILDING INSPECTION FUND 2025-26 BUDGET of \$27,180.00, was accepted with a motion by Butler and support by Reliford.

Roll call: Jackson; Yea, Butler; Yea, K. Scott; Yea, Reliford; Yea; and Kot; Yea.
Motion passed.

Resolution #25-12: PARK & RECREATION FUND 2025-26 BUDGET of \$34,670.00, was accepted with a motion by Butler and support by Kot.

Roll call: Butler; Yea, K. Scott; Yea, Reliford; Yea; Kot; Yea, and Jackson; Yea.
Motion passed.

Butler made a motion to keep The Yale Expositor as our newspaper of record for the audit year of 2025-26, Motion was supported by Jackson.

Roll call: Keith Scott; Yea, Reliford; Yea, Kot; Yea, Jackson; Yea and Butler; Yea. Motion passed.

The Annual Budget Meeting was adjourned with a motion by Jackson and supported by Butler. Motion passed. Meeting was adjourned at 8:13 p.m.

Respectfully Submitted,

Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
April 9, 2025

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

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

The consent agenda was approved with a motion by Reliford and supported by K. Scott. Motion passed. The consent agenda consisted of the March 12 meeting minutes and the March 12 budget meeting minutes. The financial statement for March is as follows: CD's \$76,288.39, revenue sharing \$612,452.86, park \$25,345.57, fire millage \$110,005.48, road millage \$118,338.66, tax acct \$27.01, T & A \$7,835.39, bldg. admin. \$17,941.88 and general fund \$71,419.70. Accounts payable for March had a total paid expenses of \$19,194.63, paid out of the general fund.

All of the lights have been updated to LED at the Township Hall. The new plugs just need to be finished.

The annual Road Tour will be Friday, April 11 at 8:00a.m.

There will be an Easter Egg Hunt at the Township Hall on April 19.

Students from Farrell Emmett Elementary school will be coming out to the township park on April 22 for the second annual Earth Day clean-up after school gets out.

Supervisor Butler made a motion for Emmett Township to adopt the 2021 Michigan Building Code effective today. K. Scott supported.

All in favor Aye: 5 Nay: 0

Motion passed.

New building code books will be purchased to keep on hand at the Township Hall.

Supervisor Butler discussed the Building Board of Appeals and is going to look deeper into requirements.

The Township Hall computers need to be updated to Windows 11. The Hall has 7 computers. Six of them are 5 years old and one is 8 years old. The recommended lifespan of a PC is 5 years. Treasurer Kot informed the board of two quote options to update. One quote was to replace the 8 year old computer and do an update from Windows 10 to 11 on the other 7 for \$3,375.99. The second quote was to replace all 7 computers for \$11,301.93. These quotes include equipment and labor. K. Scott made a motion to go over budget for the technology line item and replace all 7 computers at once to keep all computers on the same schedule. Reliford seconded the motion.

Roll call: Reliford; Yea, Kot; Yea, Jackson; Yea, Butler; Yea, and K. Scott; Yea. Motion passed.

The new computers will not be replaced until after the May election to make sure to avoid any issues.

Wednesday, May 14 at 2:00p.m. is a township inhouse training with Cindy Dodge.

Clerk Jackson informed the Board that the Logic and Accuracy testing has been completed with Election Source for the May election.

Jackson also stated that her previous deputy, Alicia West, had to resign as she got a promotion at her other job. She appointed Harlianne LaMay to be her new Deputy Clerk.

The Township Hall will be closed Friday, April 25 as both the Clerk and Treasurer will be out of the office.

Kot stated that the bank statement has not been received yet, so she was unable to accurately reflect the revenue sharing account balance.

Butler asked the Planning Commission for a hard copy of the Zoning Ordinance book for the Hall. It would be beneficial to have a fully up to date book in the Hall's possession to be able to easily maintain any future changes. Clerk Jackson is going to pass along what she has for the Planning Commission to go off of.

Planning gave their report. The wood burner on Foley Rd needs a letter of intent and permits before anything can be approved. Road access on Siegel Rd is being reviewed.

The Park Committee gave their report. Ed Faley ~~is making a donation~~^{is talking about} for the Farmer's Market. The Farmer's Market will open April 17 from 8:00a.m. to 5:00p.m.

There will be 2000 pre-stuffed eggs for the Easter Egg Hunt that was obtained through a personal grant of a Ferrell Emmett Elementary staff member.

Both Kot and Scott Mueller attended a meeting with the Community Foundation for the walking trail. One quote has been received for the trail development. They are waiting on 2 more quotes.

The Building Admin report consisted of 7 items.

Enforcement Officer Report: In the process of writing a letter to the residents on Siegel Rd.

Visitors: There was an inquiry on how park funds were going to be utilized this year. He was told that Township Park funds have been tied up for match funds and grants that were applied for to improve the Township Park.

Dumpster Day will be May 17 from 9:00a.m. to 1:00p.m.

Jackson made a motion to adjourn the meeting and was supported by K. Scott. The meeting was adjourned at 8:02 p.m. Motion carried.

Respectfully submitted,



Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES
SPECIAL CALLED MEETING
April 16, 2025

The special meeting was called to order by Supervisor Butler at 4:15 p.m. Roll call was taken with Butler, Keith Scott, Reliford, Kot, and Jackson all present.

Butler made a motion to accept the March 10 Special Meeting minutes and the April 11 Annual Road Tour Special Meeting minutes. K. Scott supported the motion.

All in Favor Aye: 5 Nay: 0

Motion passed.

Supervisor Butler presented 4 work orders for road projects to the Board for approval.

Butler made a motion to approve Township expenses in the amount of \$23,218 for 89,300 gallons of chloride to be applied to the township roads. Jackson supported the motion.

Roll call: K. Scott; Yea, Reliford; Yea, Kot; Yea, Jackson; Yea, and Butler; Yea.

Motion passed.

The limestone work order from the St Clair County Road Commission was for 94 loads, coming out to be 5264 tons at an overall cost of \$147,023.52. This amount is \$7,023.52 over the budgeted amount for the gravel/limestone line item. Butler made a motion to go over budget by \$7,023.52 to approve the \$147,023.52 work order. K. Scott supported the motion.

Roll call: Reliford; Yea, Kot; Yea, Jackson; Yea, Butler; Yea, and K. Scott; Yea.

Motion passed.

The 70-30 match money came out to an overall total of \$34,409.76. The Township's portion is \$10,322.93. Butler made a motion to approve the 70-30 match money expenditures with support given by K. Scott.

Roll call: Kot; Yea, Jackson; Yea, Butler; Yea, K. Scott; Yea, and Reliford; Yea.

Motion passed.

Butler made a motion to approve the ditching work order on the south side of Bryce Rd in the amount of \$16,500 to be paid out of the drains budget line item. The

ditching will be between addresses 11133 and 11025. The Township will bill \$1,000 each to the 2 home owners whose driveway culverts need to be replaced. K. Scott seconded the motion.

Roll call: Butler; Yea, K. Scott; Yea, Reliford; Yea, Kot; Yea, and Jackson; Yea.
Motion passed.

Jackson made a motion to adjourn and Butler supported. Motion passed. Meeting was adjourned at 4:30 p.m.

Respectfully Submitted,


Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
May 14, 2025

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

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

The consent agenda and corrections to remove the sentence “Ed Faley is making a donation for the Farmer’s Market.” from the April 9, 2025 meeting minutes was approved with a motion by Reliford and supported by Butler. Motion passed. The consent agenda consisted of the April 9 meeting minutes and the April 16 special meeting minutes. The financial statement for April is as follows: CD’s \$76,470.58, revenue sharing \$612,452.86, park \$25,355.98, fire millage \$110,073.29, road millage \$118,411.62, tax acct \$2.00, T & A \$8,588.64, bldg. admin. \$17,953.21 and general fund \$11,416.45. Accounts payable for April had a total paid expenses of \$21,149.65 paid out of the general fund.

The new Building Code books have been delivered to the Township Hall.

The gravel haul is expected to start next week weather dependent.

The estimated costs for the Carney Rd bridge project have increased from \$83,000.00 to roughly \$125,000.00. This is due to the need for a larger tube and the tariff increased to aluminum. The director of the St. Clair Road Commission is going to the County Commissioners to ask for more funds. The Board discussed other projects to pull funds from. If the Township doesn’t come up with the extra money for the project, all ARPA funds designated to this project will be forfeited. All road projects are put on hold until the Township receives final numbers for the Carney Rd project.

The final ARPA report has been filed. The bill due to King and Messing is \$1,430.00.

The Township is receiving two \$25,000 grants and using \$10,000 of their own funds for a total of \$60,000 to go towards the development of the walking trail and pavilion for the Township Park. The Community Foundation received a quote from Thumb Welding and Repair for a 19’x24’ pavilion including the concrete pad for

\$20,000. They also received a quote from Union Properties for the installation of a 1,000 linear feet x 8 feet wide path at a total price of \$34,750.00. Another \$5,000 is designated for picnic tables, trash receptacles, and benches. Supervisor Butler made a motion to approve the quotes for the pavilion, walking path, and benches in the total amount of \$59,750. Reliford supported the motion.

Roll call vote: Reliford; Yea, Kot; Yea, Jackson; Yea, Butler; Yea, and K. Scott; Yea.

Motion passed.

Butler made a motion to allow the Community Foundation to act as custodian of the \$10,000 of Township funds and the \$50,000 in grants that have all been designated for the Township Park Development. Jackson supported the motion.

All in favor Aye: 5 Nay: 0

Motion was passed.

Bulter made a motion to approve the invoice of \$1,444.00 from BS&A Software for the annual service contract. Reliford supported the motion.

All in favor Aye: 5 Nay: 0

Motion was passed.

There no new update from VC3 on the computer software update and new computer install. Butler asked Treasurer Kot to inquire about a new battery backup and if they can move the server for us when she hears back from them.

The Township paid the Township attorney bill in the amount of \$216.00 for deliberation with Randy Schultz's lawyer. The Township will be sending a bill in this amount to Randy Schultz.

Dumpster Day is set for this Saturday, May 17 from 9:00am – 1:00pm. There will be 4 dumpsters and 1 scrap dumpster. There will be an additional smaller dumpster donated by DeLong as long as he can provide proof of tracking to the landfill. 4 free tire disposals will be allowed per resident household with any additional tires costing \$3.50/tire.

Clerk Jackson informed the Board that the Township received the November Early Voting wage reimbursement in the amount of \$3,292.50. She also stated that the Yale School election went well. There were 124 absentee voters and 32 in-person voters for a total of 156 voters for Riley and Emmett Township. Jackson also finalized the reimbursement form to be submitted to Kenockee Township for their

portion of the expenses for the Joint Early Voting Agreement for the 2024 elections.

Audit prep for King & Messing has started. The audit is scheduled for June 2.

Treasurer Kot informed the Board that she is setting up the new tax roll. She also stated that the inhouse training with Cindy Dodge on how to build a better budget was helpful.

Planning informed the Board that they are working on the ordinance book update for the Township.

The Park Committee stated that the Easter egg hunt was a big success. They also stated the Earth Day clean up went well with roughly 70 kids in attendance. The Farmer's Market has been taking place in the parking lot as the grounds have been too wet. A new sign was also donated to the Car Club.

Supervisor Butler read off the Building Administrators report.

The enforcement letter for the matter on Siegel Rd is being mailed out.

There were no visitor comments.

Butler made a motion to adjourn the meeting and was supported by Reliford. The meeting was adjourned at 8:01 p.m. Motion carried.

Respectfully submitted,

Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JUNE 11,2025

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

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

The consent agenda along with presented budget corrections was approved with a motion by Kot and supported by Reliford. Motion passed. The consent agenda consisted of the May 14 meeting minutes. The financial statement for May is as follows: CD's \$76,647.44, revenue sharing \$694,581.50, park \$24,997.10, fire millage \$110,145.67, road millage \$118,489.48, tax acct. \$27.00, trust & agency \$9,842.76, building admin, \$21,749.50 and the general fund \$11,371.72. Accounts payable for May had a total paid expenses of \$24,646.03 paid out of the general fund.

Township Dumpster Day went well. 3 regular dumpsters and 1 scrap dumpster were filled. The Township was only charged trucking for the 4th dumpster that remained empty. The bill from Jeff's Rubbish was \$1,675. The Board discussed waiting until next May for the next Dumpster Day.

The gravel haul is now complete. Supervisor Butler expressed his opinions to the Road Commission on the quality of the road grading. The total for the limestone haul is \$146,961.79 less the match money of \$23,918.00 bringing the total amount due to \$123,043.79. The Township budgeted \$140,000.00. The Township's share of the 70-30 limestone match money came out to \$10,258.08. The Township budgeted \$10,323.00. Overall, the Township came in \$17,021.13 under budget for these two line items. Butler made a motion to pay the limestone and 70-30 match money invoices. Reliford seconded the motion.

Roll call: Jackson; Yea, Butler; Yea, K. Scott; Yea, Reliford; Yea, and Kot; Yea. Motion passed.

Ditching on Bryce Rd is expected to be \$16,500 and the new culvert on Keegan Rd is expected to be \$65,000 with the Township being responsible for \$32,500.

Director of the St. Clair County Road Commission, Bill Hazelton, informed supervisor Butler that there are additional funding options to help cover the

increase in costs associated with the Carney Rd culvert replacement project. The project will remain on hold until Butler can meet and discuss what options the Township has.

Members of the park committee met with the individual installing the pavilion pad and park path and permits are getting filled out. An estimate of 1 week was given for the install of the path.

Butler made a motion to approve the Park and Recreation millage distribution application for this year's funding of \$13,540 and was supported by K. Scott.

All in favor Aye: 5 Nay: 0

Motion passed.

The Community Foundation asked Supervisor Butler to write a quote about the Township's use of the grant money received for the Township Park.

Butler made a motion to approve and pay the invoice to LOR Consulting for the inhouse budget training in the amount of \$631.60. Jackson supported the motion.

All in favor Aye: 5 Nay: 0

Motion passed.

Butler made a motion to approve the bill of \$269.00 for the annual Workers' Compensation Fund policy premium. Reliford supported.

All in favor Aye: 5 Nay: 0

Motion passed.

Treasurer Kot informed the board that the Township keeps getting delinquent notice bills from VC3 for the installation of the new computers and the Windows 11 update. She has reached out to them on multiple occasions stating that no schedule has been set for these services and that the bills are not delinquent as a solidified work date has never been set up. Supervisor Butler also would like to get a price on having VC3 move the server and wiring and for a new server battery backup.

Treasurer Kot and Clerk Jackson stated that the audit with King and Messing went well and that the auditors seemed happy with the Township.

Clerk Jackson presented to the board an updated fire/rescue policy and an updated resolution stating that while the milage is in effect, that only non-township

residents will be billed for fire, medical and personal injury runs excluding illegal burns which are billed to residents and non-residents.

Resolution #25-13: UPDATE OF USER FEES FOR FIRE & MEDICAL SERVICES. The resolution was approved with a motion by Butler and supported by K. Scott.

Roll call: Butler; Yea, K. Scott; Yea, Reliford; Yea, Kot; Yea, and Jackson; Yea.
Motion passed.

Clerk Jackson and Treasurer Kot had a meeting with Shumaker Technology Group about updating the Township's website. The Board was informed that there were two options to choose from for hosting and maintenance annual costs and three tiers to choose from for a one-time setup and design costs. After much discussion, Butler made a motion to go with the platinum package at a one-time cost of \$2,995.00 for the set up and design. This package option also includes the ability to do a design refresh/modernization any time after the new website reaches 3 years if needed. Butler also made a motion to go with the fully managed hosting and maintenance option at a yearly cost of \$800.00. This will increase the current annual maintenance cost by \$175.00. Kot supported the motions.

Roll call: K. Scott; Yea, Reliford; Yea, Kot; Yea, Jackson; Yea, and Butler; Yea
Motion passed.

Supervisor Butler stated that there are 4 or 5 trees that need to be removed in the park. Planning and Park Committee chairman, Scott Mueller, is working on getting quotes to have the trees dropped professionally and seeing if there is anyone who wants the wood to haul away themselves.

Clerk Jackson informed the board that both the bills for reimbursement to Kenockee Township for the Early Voting Agreement and the reimbursement for the new Election Day laptop have been submitted. She is still working on the reimbursement for the Yale Public Schools Special Election.

Treasurer Kot stated that she will still be using Ready Set Mail for the tax bill printing. She also stated that both summer and winter tax bill due dates fall on a weekend this year making them still collectable the next business day.

Planning gave their report about discussions on Breen Rd and Siegle Rd.

The Building Administrator's report consisted of 12 items for the month of May.

No report from the enforcement officer.

Correspondence: Butler read a letter from the lawyer in regards to Breen Rd Drainage. Also, Tri-Hospital EMS reported to Supervisor Butler that the allocation of millage funds into our service agreement has filled the gap between the cost of providing ambulance services and the insufficient revenue generated from third-party payers.

Jim Waddy submitted a written notice to a resident for an accessory building being constructed without permit approval.

Visitor John McIntyre had questions about cleaning up Gleason drain on Foley Rd. He was informed that he can contact the St Clair County Drain Commission as they are the ones who would handle that.

Reliford made a motion to adjourn the meeting, supported by K. Scott. Meeting was adjourned at 8:56p.m. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Stephanie Jackson".

Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MONTHLY BOARD MEETING
JULY 9, 2025

The July board of trustees meeting was called to order at 7:00 p.m. 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 Butler and supported by Reliford. Motion passed. The consent agenda consisted of the June meeting minutes. The financial statement for June is as follows: CD's \$76,830.75 revenue sharing \$581,348.85, park acct \$24,822.04, fire millage \$68,521.04, road millage \$118,560.08, tax acct \$27.00 trust & agency \$9,846.67, bldg. admin. \$22,043.18, general acct \$53,662.19. Accounts payable for June had a total paid expenses of \$161,888.61 paid out of the general fund.

The new computer install has a tentative schedule date for July 15th. Supervisor Butler will confirm with the electrician to finish the electrical needed to move the server and printer.

Digging has begun for the foundation for the pavilion. The walking path is almost complete. Three laps around the trail equals 1 mile.

Clerk Jackson informed the board that the next step with the website update will be a pre development meeting to discuss branding, color scheme, and overall design etc.

Supervisor Butler informed the board that the chloride application and mowing for the roads has been completed for the township.

The ditching project on Bryce Rd at an estimated cost of \$16,500 will hopefully be complete by the end of July.

Butler also informed the board on updates to the Carney Rd bridge replacement ARPA money project. The original work order was for \$83,000. The current work order is now \$125,000. \$10,000 the county normally uses for ditching will now be used towards this project leaving a remaining difference of \$32,000. The Township was granted approval by the St. Clair County Road Commission to pay ½ of the

\$32,000 funds this fiscal year and the other ½ of the funds next fiscal year. Kot made a motion to approve the \$125,000 work order for the Carney Rd bridge replacement project. Reliford supported the motion.

Roll call: K. Scott; Yea, Reliford; Yea, Kot; Yea, Jackson; Yea, and Butler; Yea
Motion passed.

Once a full plan is put together for tree removal at the Township Hall, the Township will start soliciting licensed and insured tree removal bids.

Clerk Jackson informed the board that the township has received the reimbursement for the Yale Public Schools election in the full amount of \$1,938.74

Treasurer Kot informed the board that the L4029 was finally finalized by the County Board of Commissioners and she received it Friday morning (2.5 days before the tax bills were due to be collectable) Tuesday was the first day taxes started to be collected.

Kot also stated that the 5th3rd service fee for revenue sharing increased from \$6.85 to \$63.60. She contacted the bank to see if this was a possible mistake and was told that they would call her back after they could look into it more.

Butler made a motion to approve the King and Messing Audit bill of \$5,689.90. Jackson supported the motion.

Roll call: Reliford; Yea, Kot; Yea, Jackson; Yea, Butler; Yea, and K. Scott; Yea
Motion passed.

The new 5-year contract agreement with King and Messing was provided. The new contract is an initial \$1,350 increase the first year and an addition \$500 increase each additional year. Jackson was asked to look into the previous contract and ask the auditors why the charge for service has increased so much.

Planning gave their report.

The Park committee reported that they would like mosquito spray to spray in the park. Butler informed them that it has to be a ready to use spray that does not involve any personal mixing. Butler also said he would look into costs of hiring someone to do the spraying to compare to what it would cost to do in-house.

Supervisor Butler read off the Building Administrators Report.

There was nothing from the enforcement officer.

There was no correspondence.

Jackson made a motion to adjourn and was supported by K. Scott. Motion passed.
Meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MONTHLY BOARD MEETING
AUGUST 13, 2025

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

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

The consent agenda was approved with a motion by Reliford and supported by Keith Scott. Motion passed. The consent agenda consisted of the July meeting minutes and the July financial statement. The financial statement for July is as follows: CD's \$77,008.67, revenue sharing \$581,612.64, park acct \$24,157.44, fire millage \$68,550.14, road millage \$118,635.60, tax acct \$79,502.60, trust & agency \$10,100.90, bldg. admin. \$23,886.18, and the general acct. \$40,218.84. Accounts payable for July had a total paid expenses of \$21,160.49 paid out of the general fund.

The new computer install has been completed. There are still a few QuickBooks updates that need to be done and the electrician is still working on moving the network. There was a misunderstanding with VC3 about the server and network needing to be moved.

The park pavilion and walking path are both complete. The township is still waiting on pads to be poured for two benches. Also, the wrong bench colors were delivered for the park. The park committee is waiting on an exchange.

The new pavilion and storage shed have been added to the insurance policy. The Township is not being charged for this term. It will show up in the renewal policy.

The Township needs to decide on locations for aerial drone photos to be taken for the Emmett Township website update. The board discussed possibly having links to local businesses and village office links and info as well on the new website.

The ditching on Bryce Rd has been completed.

The structures needed for Carney Rd have been ordered. Hopes are for the project to be done mid to late September.

Keegan Rd will be closed August 12-18 for the culvert replacement.

Resolution #25-14: Local Road System Funding Assistance Program. The resolution was approved with a motion by Butler and supported by Reliford. Roll call: Kot; Yea, Jackson; Yea, Butler; Yea, K. Scott; Yea, and Reliford; Yea Motion passed.

The 2026 local road funding assistance program is planned to be used on replacing the 44' culvert on Carney Rd over the Gleason drain with a new 56' culvert along with miscellaneous ditching at an estimated cost of \$48,000.

Clerk Jackson informed the board that the Township has received the full reimbursement from Kenockee Township in the amount of \$1,593 for the Early Voting Agreement. The Township also received \$662.48 for the new election day laptop reimbursement grant. Jackson stated that she would be dropping off Kenockee Township's election equipment on Friday.

Jackson also updated the board that the new increase in pricing for the township auditors is due to an increase in the cost of doing business. The Supervisor asked for clarification if there was any sort of exit clause if the Township decided to leave mid contract and what the due date is for entering into the new 5-year contract. The Clerk will report back at the next board meeting.

The Workman's Comp Payroll Audit for the year has been completed.

Invoices from BSB will now be from ScanSource. June and July's phone bills were both billed to the township this month due to the transition.

Clerk Jackson discussed website updates. The Board needs to decide on what areas to have aerial drone pictures taken to be put on the website along with an idea of when the photos should be taken.

The Election's Clerk, Patty Mikolajczyk, has resigned. The Clerk informed the board that this position does not need to be refilled at this time.

The park committee has received one quote so far for tree removal. Plans for the project are for late fall/early winter.

Butler made a motion to pay the brine (chloride) bill that came in under budget at a cost of \$21,710.64. Jackson seconded the motion.

Roll call: Jackson; Yea, Butler; Yea, K. Scott; Yea, Reliford; Yea, and Kot; Yea. Motion passed.

Jackson made a motion to pay the invoice to VC3 in the amount of \$2,023.00 for the install of Microsoft Office on all 7 new computers. Butler supported.

Roll call: Butler; Yea, K. Scott; Yea, Reliford; Yea, Kot; Yea, and Jackson; Yea
Motion passed.

The township is still waiting on the invoice from VC3 for the Sonic Wall renewal.

Butler made a motion to approve the presented budget corrections. K. Scott supported the motion.

All in favor Aye: 5 Nay: 0

Motion passed.

Treasurer Kot informed the board that tax payments are coming in and we are still getting some Village payments which we are not authorized to accept. Kot also inquired about an update on the new mailbox for the Township Hall. Supervisor Butler said he would purchase the box and post soon.

Planning reported that the resident on Breen Rd is going to reapply for a pole building permit. A resident submitted his letter of intent for the installation of a wood burner. The planning committee recommends that the permit for the wood burner be approved.

The park committee reported that the farmer's market has been slow, but the car club has been booming. They are looking into more grant opportunities through DTE and the DNR. The new sign for the pavilion has been completed and is hopefully being dropped off at the Township Hall tomorrow.

The building admin report consisted of 10 items for the month of July.

Enforcement officer report: Waiting on pictures to come through from the person who filed a blight complaint.

There were no visitors' comments.

A motion was made by Butler to adjourn the meeting. Support was given by K. Scott. Motion carried. Meeting was adjourned at 8:22 p.m.

Respectfully submitted,

Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES

REGULAR MONTHLY BOARD MEETING

SEPTEMBER 10, 2025

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

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

The consent agenda was approved with a motion by K. Scott and supported by Reliford. Motion passed. The consent agenda consisted of the August meeting minutes and the August financial statement. The financial statement for August is as follows: CD's of \$77,193.07, revenue sharing \$571,876.79, park acct. \$37,512.44, fire millage \$68,580.19, road millage \$118,713.61, Tax acct. \$123,895.11, trust & agency \$10,850.90, bldg. admin. \$21,104.13 and the general fund \$52,295.23. Accounts payable for August had a total paid expenses of \$45,810.62 paid out of the general fund.

The new Parks & Rec master plan was delivered to the Township Hall. The Board went over score sheets used for qualifying for grants.

There was discussion as to what areas the Board would like highlighted for the Township website photos. It was also determined that the Board would have the aerial drone footage taken when it works best for Shumaker Group. Review of the photos will be done at a later date.

There is no new update on the Carney Rd culvert.

The Keegan Rd culvert project will be \$39,711.89 with the Township's share being \$19,855.92. Bryce Rd ditching came in at \$17,107.39 which was roughly \$600 more than what was originally quoted. The Supervisor informed the Board that he was under the impression that the Township was supposed to pay the whole bill for this project, but was only charged for half in the amount of \$8,553.69. Butler made a motion to pay the Keegan Rd culvert and Bryce Rd ditching invoices. K. Scott supported the motion.

Roll call: Kot; Yea, Jackson; Yea, Butler; Yea, K. Scott; Yea, and Reliford, Yea. Motion passed.

Culvert replacements done during the Bryce Rd ditching project were replaced as part of the bid for the invoice from the St Clair County Road Commission.

There will be a Fire Contract Meeting and the Village of Emmett's Town Hall September 23 at 7:00pm. Clerk Jackson said she should be able to attend the meeting. A special meeting notice will be posted on the door at the Emmett Township Hall if 3 or more Emmett Township Board members attend making a quorum.

Butler made a motion to accept the new King and Messing 5-year audit contract with the annual price increases that are listed in the contract. Jackson supported the motion.

Roll call: Jackson; Yea, Butler; Yea, K. Scott; Yea, Reliford; Yea, and Kot; Yea. Motion passed.

When it comes to the updates to the Township's insurance policy, the Board wanted to add 9 picnic tables/benches at \$1,000 each and lower the miscellaneous coverage down to \$5,000. The Board also discussed bonding the Office Secretary.

Three companies have come out to look at the tree removal project in the park. So far, only one hard numbered quote has come in.

Butler made a motion to remove the previous Deputy Clerk, Alicia West, from the Township bank accounts and to add the new Deputy Clerk, Harlianne LaMay. K. Scott seconded the motion.

All in favor Aye: 5 Nay: 0

Motion passed.

Renewals for the Fire and Road millages need to be placed on the August 2026 election. The Board needs to look into the language for placing those on the ballot.

Treasurer Kot informed the Board that there have been a lot of check errors coming in for tax payments. She hopes that residents get the information quickly to correct these errors before late fees are accrued.

Butler made a motion to approve the L-4029. K. Scott supported the motion.

All in favor Aye: 5 Nay: 0

Motion passed.

Enforcement sent a letter to residents at 13386 Siegel Rd via certified mail stating that they have 30 days to address and rectify the complaint that is in violation of Emmett Township Ordinance Article 15.17.

The Park Committee reported that there will be a Trunk or Treat at the park on Saturday, October 25. The airplane teeter totter was set up in the playground. There was also discussion on the St Clair County Library book mobile making visits to the Township Park in the future.

18 items were listed on the Building Administrator's Report.

There were no visitor comments.

Jackson made a motion to adjourn and was supported by Butler. Motion carried. Meeting was adjourned at 8:20p.m.

Respectfully submitted,

Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MONTHLY BOARD MEETING
OCTOBER 8, 2025

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

The consent agenda was approved with a motion by Butler and supported by Keith Scott. Motion passed. The consent agenda consisted of the September meeting minutes and the September financial statement. The financial statement for September is as follows: CD's \$77,378.04, revenue sharing \$571,876.79, park acct. \$35,646.59, fire millage \$26,921.30, road millage \$90,357.91, tax acct \$25,144.96, trust & agency \$10,109.73, bldg. admin \$22,987.92 and the general fund \$17,253.14. Accounts payable for September had a total paid expenses of \$13,217.06 paid out of the general fund.

At the fire contract meeting in the Village of Emmett, the Village is asking for a 5% increase for three years. Wales Township was not in attendance at the meeting.

The new sign going on the pavilion is still in need of being mounted. Once this is complete, Shumaker Group can come out at any time to take the aerial drone photos for the new Township website.

Everything is going as planned for the Carney Rd culvert project. The Township should be receiving an approval letter soon for match money over the white drain for next fiscal year.

The Board is going to reach out to see if Montgomery Strachan is going to continue snow plowing at no cost to the Township like he has in previous years.

Treasurer Kot purchased the new mailbox for the Township Hall as well as a nesting 2-zoned thermostat to help heat the board room. Everything just needs to be installed.

Paperwork is being finalized for the insurance renewal quote with Nickle and Saph. Supervisor Butler wants to know if we are currently covered for cyber security or if that should be added to the new policy.

There is still only one quote that has been received for tree removal in the park.

One of the barriers to the playground was damaged during lawn care service. The Board agreed to deduct the cost of replacing the barrier piece from the lawn service invoice.

Clerk Jackson is to make sure that Carl's Septic leaves the port-a-john rental until November 1.

Jackson informed the Board that the Michigan Municipal League member dues increased from \$200 to \$225. This is the first increase since 2019.

Supervisor Butler informed the Board that it sounds like there is going to be a May election for Yale Public Schools.

Both the Treasurer and Clerk have trainings coming up that they are going to attend.

There is a new address that was applied for and, with the owner's approval, will be issued out of sequential order due to the lack of available numbers to apply between the existing residential addresses.

Planning reported that there is a letter going out to a resident via certified mail about a pond being dug without a permit.

Supervisor Butler informed the Board that the security camera recordings are not working properly. They should be keeping footage for 30 days and are currently only saving recordings for three days.

The Park Committee discussed Trunk or Treat and informed the Township Board that a DNR grant was submitted for further improvements to the walking trail, a workout station, playground materials, etc.

The building administrators report consisted of 14 items.

Enforcement report. A ticket now needs to be issued to the residents on Siegel Road as it has now been 30 days since their previous blight letter was delivered and nothing has been done. The Township needs to get a new ticket book for issuance.

Come the first of the year, Planning and ZBA members need to be reappointed. The Township is also in need of BOR members.

Butler made a motion to adjourn the meeting and was supported by Reliford. Meeting adjourned at 7:45 p.m. Motion carried.

Respectfully submitted,

Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MONTHLY BOARD MEETING
NOVEMBER 12, 2025

The November 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, K. Scott, Reliford, Kot and Jackson all present.

The consent agenda was approved with a motion by Reliford and support by K. Scott. Motion passed. The consent agenda consisted of the October meeting minutes and the October financial statement. The October financial statement is as follows: CD's \$77,568.08, revenue sharing \$604,275.76, park acct. \$35,646.59, Fire millage \$26,921.30, Road millage \$90,357.91, tax acct. \$9,606.81, trust & agency \$9,859.73, bldg. admin. \$20,824.63, and general fund \$48,186.90. Accounts payable for October had a total paid expenses of \$16,335.29 paid out of the general fund.

John Johnson from Nickel & Saph attended the Board meeting to go over cyber security quotes and answer any questions for the new insurance contract. Jackson made a motion to accept the new insurance renewal contract of \$6,566.00, which includes the \$400.00 for the position bonds, but will wait for a decision at a later date on the addition of cyber security coverage. Butler supported.

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

Supervisor Butler updated the Board on the last fire contract meeting. Rough numbers are still being worked out and a 5-year spreadsheet is supposed to be created representing 3%, 4%, and 5% increases. There is no information on when the next fire contract meeting will be.

Drone footage of the Township Hall and Park will now be taken in the Spring.

The Carney Rd project is complete. The Board is still waiting on invoices for this project. Butler informed the Board that the increase in price for this project may be due to more trees having to be removed than anticipated.

Montgomery Strachan will be doing the 2025/2026 snow plowing services. He is requesting that his charge for services be donated back to the Township.

Resolution #25-15: CLASS C LIQUOR LICENSE APPROVAL AND RECOMMENDATION REQUESTED BY TELLY'S BAR & GRILL, INC.

This request was for approval to have a tavern license converted to a class C liquor license for Tell's Bar & Grill to be located at the previous Whiskey Barrel. The resolution and request were approved with a motion by Butler and supported by K. Scott.

Roll call: Reliford; Yea, Kot; Yea, Jackson; Yea, Butler; Yea, and K. Scott; Yea. Motion passed.

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

The new updated Earned Sick Time Act went into effect for small businesses on October 1, 2025. The Township has one employee that qualifies to earn paid sick leave. Hours are currently being tracked for earned sick time accrual, but the Board needs to work on getting a policy in place.

St Clair County Road Commission will be implementing a new program in 2026 call the Local Surface Program which would not require township match money. This program will eliminate the Local Limestone Match Program and can be used towards chip seal, microsurfacing, cape seals, asphalt, and road reconstruction. If all paved roads are in good condition, limestone gravel and chloride are acceptable uses.

Supervisor Butler informed the Board that the Township does not need to pay the invoice from Dependable Heating & Cooling for \$125.00 as they did not come back last year to finish the work this invoice pertains to like they were supposed to. Butler made a motion to approve the \$710.00 invoice from Dependable Heating & Cooling for repairs to the furnace as well as the \$1,143.94 invoice from St. Clair County Road Commission for the rest of the Keegan Rd culvert replacement. Support was given by Reliford.

Roll call: Kot; Yea, Jackson; Yea, Butler; Yea, K. Scott; Yea, and Reliford; Yea. Motion passed.

Clerk Jackson updated the board on two election trainings she recently attended.

Treasurer Kot informed the board she is getting the signature paperwork for the bank to update the signers. She also stated that the County is not looking to go to BS&A cloud this year. Winter tax bills go out the first week of December.

Planning reported that officer elections will be held at the next meeting. The Planning Commission stated that a resident on Atwell Rd wants miniature horses. Planning requested a manure management plan be submitted, which the board received. Planning informed the property owners that they need letters of approval from the neighbors as well as a site plan with offsets which was all received as well

The Park Committee informed the Board that 3 more trash cans were ordered to use up the rest of the grant money. The benches and pads have been installed and Union Properties included a BBQ grill pad at no additional charge.

The Building Administrator Report for the month of October consisted of 18 items.

Enforcement Officers Report: No ticket was issued for the blight complaint on Siegel Rd as the owners provided proof of cleanup.

No correspondence

Visitors: The residents issued the blight complaint on Siegel Rd wanted clarification on the blight notices they were issued. Resident Joseph Leonard inquired about the KOA's driveway and ditching. He also informed the Board that he never received written notice that his Ag Building permit was declined. Supervisor Butler informed him that a stop work order for the building structure and pond was sent via certified mail. Leonard was told he needs to apply for a regular building permit and a pond permit.

Jackson made a motion to adjourn and was supported by Reliford. Motion passed. Meeting was adjourned at 8:24 p.m.

Respectfully Submitted,

Stephanie Jackson, Clerk

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