

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
May 13, 2026

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 Jackson, Butler, K. Scott, Reliford, and Kot 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 April 8 meeting minutes and the April 27 Special Meeting minutes. The financial statement for April is as follows: CD's \$78,715.91, revenue sharing \$692,424.99, park \$49,473.42, fire millage \$78,022.48, road millage \$185,135.82, tax acct \$4.95, T & A \$9,640.22, bldg. admin. \$19,963.39 and general fund \$41,819.77. Accounts payable for April had a total paid expenses of \$45,406.70, paid out of the general fund.

Clerk Jackson informed the Board that the May 5<sup>th</sup> Yale Public Schools Election went smoothly. There was a turnout out of 272 voters as opposed to 156 voters for last May's Special Election. 125 voted in person and 147 voted absentee. Yale Public School's proposal did not pass. The Clerk informed the board that some election related purchases need to be made before the August election including a wheelchair accessible voting booth needs to be purchased. Jackson presented different options for "Vote here" signage. The board decided on stake signs. Jackson also discussed different options for signage on a designated van accessible parking space. It was decided to purchase a sign that says "van accessible" to hang below the existing handicap parking sign. Jackson also discussed looking into quotes to install an ADA push button automatic door opener for the main door to the township. It was then discussed to look into the possibility of installing employee swipe cards or a passcode panel to replace office keys for the main door. Jackson presented two election related invoices for township Board approval. Butler made a motion to approve the bill of \$509.00 to Election Source for the logic and public accuracy testing, and the bill of \$652.50 to the Yale Expositor for the three mandatory election notices that were done in conjunction with other townships. Reliford supported the motion.

All in favor Aye: 5 Nay: 0

Motion passed.

Dumpster Day is May 16, 2026 from 9:00am – 1:00pm or until the dumpsters are full. Whichever comes first.

Supervisor Butler informed the Board that the 103 loads of limestone/gravel haul will be starting on Monday and the Miller Rd culvert replacement is scheduled for next week. Butler also stated that the Carney Rd culvert has been replaced. This invoice will be paid with 50/50 matching grant funds approved back in September. Butler also presented and made a motion to accept a \$5,000 work order for a crossroad culvert replacement on Quain Rd north of Foley. Jackson supported the motion.

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

The DNR grant to Emmett Township has been approved. The Township is still working out the details of the KaBoom grant for the new playground equipment. The Township's insurance carrier, Nickle and Saph, recommended that the township take an additional 3-day volunteer coverage policy while installing the new playground equipment as well as have the Township attorney go over the insurance and KaBoom contracts to make sure that the proper coverage is provided.

Treasurer Kot and Clerk Jackson are Continuing to work on the township audit prep.

The Township Board appointed Mike Hull to the Board of Review with his term set to expire on December 31, 2028.

Clerk Jackson and Treasurer Kot brought up the discussion of changing the Township Hall office hours of operation. Multiple different options were presented and discussed. Ultimately, it was decided to make the new hours of operation Mondays 9:00am – 12:00pm, Wednesdays 1:00pm – 5:00pm and Thursdays 9:00am – 12:00pm.

**Resolution 26-15: TO AMEND TOWNSHIP OFFICE HOURS OF OPERATION** to take effect June 1, 2026 was accepted with a motion made by Jackson and supported by K. Scott.

All in favor Aye: 5 Nay: 0

Motion passed.

Mulch and a flower pot were purchased for the Township. The clerk asked about clarification on which line item and account this would be expensed against. It was

determined to come out of the General Fund against the repairs and maintenance line item.

Reliford brought up the need for a new American Flag for the Township Hall's flag pole. After further discussion, the Board decided that they wanted to purchase 5x8 United States flag and a 3x5 State of Michigan Flag. It was also requested that the flags both be made out of nylon. This will also be expensed against the repairs and maintenance line item out of the General Fund account.

Clerk Update: Clerk Jackson informed board members that the mockup for the new township website has been completed and is ready for review. Jackson also reported that she has completed the Workman's Comp Fund Renewal payroll estimate.

A number of electronic calculators have been scattered around the hall that are no longer used. The board agreed it was ok to get rid of them.

The board was informed that the check from Harold Green was received for the loads of limestone he was billed for. This will be dropped back against the gravel and limestone line item in the General Fund.

A quote was received from Visual Edge IT to install a fax board onto the township's copy machine. The cost of a fax board would be \$690.00. The Board does not wish to move forward on the install and will continue to use the existing separate fax machine.

The 2026 Park millage distribution form has been received. Clerk Jackson passed it along to the park committee to decide where the funds of \$14,158.00 should be allocated.

Jackson sought clarification on expense line items after looking into how QuickBooks expenses were previously recorded. It was decided that both the Intuit Payroll annual subscription of \$1,346.20 and the 3 separate license subscriptions for QuickBooks of \$3,653.82 would come out of the dues and subscriptions line item out of the General Fund

The Township received a PA 116 that is being reviewed.

Treasurer Kot is still waiting to hear back from the lawyer about the resolution language to be able to put an operating millage renewal on a future ballot. Kot also updated the board members on the quote for BS&A. The annual cost would be \$5,400. The one time set up fee was reduced down to \$3,600. The first installment of \$1,800 would be due when the agreement is signed. \$5,400 would be due at the go live date. The final \$1,800 would be due upon completion. Butler made a

motion to move forward and accept the quote for BS&A Cloud. Support was given by K. Scott.

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

Motion passed.

The Planning Commission had no updates for the Board.

The Park Committee reported that the site walk was completed with KaBoom for the playground replacement. There were 170 responses on what design option was wanted for the new equipment.

The Building Admin report consisted of 4 items.

Enforcement Officer Report: none

Correspondence: Emails have been received asking if the Township would be interested in air duct cleaning quotes. The Board is currently not interested. A request was also made by a resident to have the Township send a letter to Mercury Broadband asking them to expand their services in the township.

Visitors: none

Butler made a motion to adjourn the meeting and was supported by Jackson. The meeting was adjourned at 8:32 p.m. Motion carried.

Respectfully submitted,

Stephanie Jackson, Clerk