

EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MONTHLY BOARD MEETING
NOVEMBER 13, 2024

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.

Corrections were made to the October 9, 2024 meeting minutes. This was to clarify that the Planning Commission made the recommendation for the approval of the placement of a modular home on Harrison Road, and that the Board of Trustees made the final approval.

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 \$75,6472.13, revenue sharing \$601,385.72, park acct. \$26,169.11, A.R.P.A. \$6,301.81, Fire millage \$18,267.08, Road millage \$26,580.86, tax acct. \$1,232.70, trust & agency \$8,569.93, bldg. admin. \$17,514.09, and general fund \$57,224.55. Accounts payable for October had a total paid expenses of \$22,451.94 paid out of the general fund.

Clerk Jackson stated that the November 5, 2024 General Election went smoothly and had a total voter turnout of 1,686 voters which was 78.27% of the Township's registered voters. Early Voting numbers increased drastically for this election compared to the February and August Elections. The joint early voting total with Kenockee Township was 1,154 total voters with 657 voters for Emmett Township and 497 voters for Kenockee Township. All elected Township Board officials remain the same. Michael Butler is supervisor, Carrie Kot is treasurer, Keith Scott and Sandy Reliford are trustees, and Stephanie Jackson is now elected as opposed to appointed as Clerk. The Township also received their reimbursement for the February Presidential Primary Election in the amount of \$10,372.63.

Treasurer Kot informed the Board that Capac's reporting of the L4029 was inaccurate. Capac will need to submit a new L4029. Winter Tax bills will be mailed out the first week of December.

The Local Road Funding Assistance Program application with the St. Clair Co Road Comm has been approved for 2025.

The application request was a 50/50 split for the replacement of the culvert and to repair Keegan Rd over the Cowhy Drain. The total estimated project cost is \$65,000. Butler made a motion to approve the LRFAP project and was supported by Reliford.

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

The Cowhy and Rose Rd project is finished. The project had a total cost of \$60,510.45 with \$30,510.45 being the Township's share.

A 1-page front and back draft of a Township newsletter is expected to be completed for the January Board meeting for review/approval. The completed newsletter will be sent out in the February assessment notice.

The County Road Supervisor wanted to Close Keegan Rd due to the culvert damage. A temporary fix was done and there is now a 10-ton weight limit until the LRFAP project can be done. January is the earliest the project can be started weather dependent.

The Planning Commission informed the Board that the owner of 12240 Bryce Rd wants to tear down an 11x11 shed that is in disrepair and replace it with a portable 16x32 utility garage. The parcel is only half an acre that is surrounded by farm field. Due to the location of the well and septic field, the new structure would be 10ft from the property lines as opposed to the required 25ft side and 50 ft rear set back requirements. Butler made a motion to approve the site plan request to put up the removable structure and Jackson supported.

All in favor Aye: 5 Nay 0

Motion passed

The SAFE Assessment report from Homeland Security recommended more of a 360-degree view of the property. Butler got a quote for 3 more security cameras at \$709 which includes the wiring, hardware, and install. One camera will go on the back of the building and two more will be installed on the front to cover the whole parking lot. Butler made a motion to approve to purchase of the 3 new security cameras with the use of ARPA funds as payment. K. Scott supported the motion.

All in favor Aye: 5 Nay 0

Motion passed

Supervisor Butler is waiting to hear back from VC3 on a quote for a new desktop computer for the Planning Commission and Board of Review to be able to use. He is also wanting a breakdown of what our service contract with VC3 entails. Butler is looking into quotes from Visual Edge and RESA as well for IT services and a new desktop.

Butler made a motion to approve the Insurance renewal proposal with Nickel & Saph, Inc. for \$6,058.00 including the \$371.00 for the position bonds. Reliford supported.

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

Butler made a motion to approve the \$324 bill for the volunteer accidental policy renewal to be paid out of the park fund. Jackson seconded the motion.

All in favor Aye: 5 Nay 0

Motion passed

Montgomery Strachan will be doing the 2024/2025 snow plowing services. He is requesting that his charge for services be donated back to the Township.

The Building Administrator Report for the month of October included 22 inspections, 2 final inspections, and 1 rough inspection. The Building Administrator would like the Board to consider raising the fees as they have not been raised in 5 years. He will submit a proposal with supporting documentation at the next board meeting for approval.

The Board discussed drafting a Township Hall use form. This will be submitted to the Township lawyer to look over once complete.

Kot revisited the plan for an emergency contingency fund account for capital improvements. Butler suggested starting with 6 months' worth of Township expenses to be set aside. \$275,000 from revenue sharing will be deposited into a high-yield savings account at Choice One Bank for this contingency fund. Possible capital improvement projects include a new digital sign for the Township Hall, replacing the air conditioner, and expanding the vault. Kot is also going to look if a resolution is needed to transfer the CD's from 53rd Bank into a long-term, high-yield savings account at Choice One Bank.

The Park Committee reported that the farmer's market is done for the season with plans to start up again on April 17, 2025. The monthly car show is still going on. As a request from the Park Committee, The Board has agreed to apply for the Wilson Legacy Grant. This grant will help with funding for the construction of the walking/nature trail.

The enforcement officer report includes two separate violations from EGLE. One is the burning of hazardous waste on Bryce Rd. The second is 5900 Emmett Rd that is doing building projects on wet land. EGLE has to approve all work and give the Township clearance before any permits can come to the Board from the property owner for an approval request.

Reliford made a motion to adjourn and was supported by K. Scott. Motion passed. Meeting was adjourned at 8:32 p.m.

Respectfully Submitted,



Stephanie Jackson, Clerk