

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MONTHLY BOARD MEETING  
JANUARY 10, 2024

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 Keith Scott, Reliford, Kot, Jackson and Butler 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 13<sup>th</sup> meeting minutes and the December financial statement. The December financial statement is as follows: CD's \$75,545.66, tax acct. \$108,552.80, trust & agency \$9,033.82, bldg. admin. \$20,343.13, general fund \$46,396.98.00, revenue sharing \$475,903.88, park \$17,086.33, A.R.P.A. \$24,002.39, fire millage \$18,718.69 and road millage \$89,737.51. Accounts payable for December was \$175.47 making the total expenses for December \$34,341.56 paid out of the general fund.

Butler made a motion to approve the purchase of \$4,545.00 for a total of four new desks for the Clerk's and Assessor's office. Purchase will be made after the February election due to lack of storage space. Keith Scott supported.

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

Decision on a company for a new digital sign will be held off for another month.

Two companies gave bids for snow removal for 2024. Butler made a motion to accept Done Right's contract of \$150.00 for plowing the driveway, salting and shoveling the sidewalk and \$100.00 for anything under two inches that will be salted only. Keith Scott supported.

All in favor Aye: 5 Nay: 0

Motion passed.

Playground repairs have come in and projects will start in the spring when we have nicer weather.

Miller Rd culvert has a temporary patch and is waiting on a work order for replacement.

Now that Stephanie Jackson is Clerk, she can no longer hold her previous positions as deputy clerk and election clerk. Jackson appointed Alicia West as her deputy clerk. Butler made a motion to hire Patricia Mikolajczyk as the new election clerk. Kot supported. Motion passed.

Butler made a motion to accept the bid of \$1,496.00 for Election Source to perform the mandatory preliminary and public logic & accuracy testing of election equipment. K. Scott seconded.

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

Budget corrections need to be made by moving left over money from the Dumpster Day account to the election account. This will be to help cover upfront costs associated with the February election. Reimbursements for the February election do not come until later in the year.

Board of Review is looking for an alternate.

Butler made a motion to approve the 2024 calendars for the Board of Trustees, Planning Commission, and Zoning Board of Appeals. Reliford supported.

All in favor Aye: 5 Nay: 0

Motion was passed.

Resolution#2024-1: 2024 Poverty Exemption Policy, Guidelines and Asset Test, was accepted with a motion made by Butler and supported by K. Scott.

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

Motion was passed.

Kot made a motion and was supported by Reliford to pay Ready Set Mail \$1,207.36 to prepare and mail assessing notices.

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

Motion carried.

The Township phone system at the hall has not been working correctly. Butler was informed that the system is outdated and repairs to the current system are not an option. A quote was received from BSB Elevate for a one time install fee of \$1,537.19 and a monthly recurring cost of \$190.46. This monthly cost is less than that of the current Frontier bill of \$284.02. Butler made a motion to accept the quote from BSB in addition to an additional payment of \$10 per month to Stand Alone Cellular to update the alarm system. K. Scott supported.

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

Choice One Bank in Emmett will be closing in March. Kot is working with a bank representative to figure out what branch tax payments can be made after the Emmett branch closes.

Planning Commission gave their report. It was discussed that barn permits will be a per case basis to be built in front of homes. The Park Committee is working on creating a master plan.

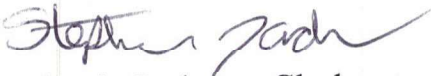
The annual St. Clair County MTA dinner will be February 29 at Solitude Links Golf course. The MTA Educational Conference & Expo will be held at the Grand Traverse Resort April 22-25.

Michigan Municipal League Workers' Compensation Fund bill increased to \$1,259.00 due to increased payroll expenses. Butler made a motion to pay said bill not to exceed \$1,259.00 after clarification can be made as to why the increase was so much. Reliford supported.

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

Reliford made a motion to adjourn and was supported by K. Scott, Motion carried.  
The meeting was adjourned at 8:23 p.m.

Respectfully submitted,



Stephanie Jackson, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
FEBRUARY 14, 2024

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

The consent agenda was approved with a motion by Jackson and supported by Keith Scott. The motion was passed. The consent agenda consisted of the February 5, 2024 special meeting minutes, January 10, 2024 meeting minutes and the January financial statement. The January financial statement is as follows: CD's \$75,551.32, revenue sharing \$510,719.57, park acct. \$16,553.46, tax acct. \$1,017,873.94, T&A \$8,287.59, bld. admin. \$20,383.13 and the general fund \$8,899.42. The January accounts payable was \$179.18 making the total expenses for January \$12,848.81 paid out of the general fund.

There is still a wait on the Miller Rd culvert work order.

The Township is still looking for a Board of Review alternate.

Reliford made a motion to accept budget corrections to move \$3,147.00 from the Dumpster budget to the Elections budget to help with expenses until reimbursements from the State of Michigan can be made. Keith Scott supported. Roll call vote: K. Scott; Yea, Reliford; Yea, Jackson; Yea, Kot; Yea, and Butler; Yea.

Motion passed.

Commissioner Simasko is allocating ARPA funding to the Township in the amount of \$98,503.03. The Township has 60 days from the date of the letter to submit a list of projects for consideration and approval. Butler proposed submitting the following ideas: Replacing the one lane bridge on Carney Rd and widening the road which would cost \$95,000; crack sealing Bryce Rd at \$15,000; Crack sealing the Emmett Township Hall parking lot at \$4,000; and the Miller Rd culvert replacement.

Carney Rd has three culverts between Rose Rd and Metcalf Rd that connect that need to be replaced and ditched. Butler is waiting for an estimate on the cost.

The St. Clair County Road Commission road meeting will be on February 28. Kot and Reliford will be in attendance.

Emmett Township's Road Tour will be Friday, March 15 at 9:00am

Resolution #2024-03: Emmett Township Establish Annual Budget Hearing Date, was accepted with a motion made by Butler and supported by Jackson.

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

Resolution #23-04: 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, Kot; Yea, Butler; Yea, K. Scott, Yea; and Reliford, Yea Motion passed.

Resolution #23-05: Establish Township Clerk Salary at \$21,500.00 was accepted with a motion made by Butler and supported by Reliford.

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

Resolution #23-06: Establish Township Treasurer Salary at \$19,500.00 was accepted with a motion by Butler and supported by Jackson.

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

Resolution #23-07: Establish Township Trustee Salary per meeting to \$120.00 was accepted with a motion by Butler and supported by Keith Scott.

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

June 5<sup>th</sup> will be when King & King will be conducting our 2023-24 Audit.

Reliford made a motion to accept the increase in wages of election inspectors at \$15/hr as this is the rate that the State of Michigan is reimbursing for. Keith Scott supported.

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

The Planning Commission gave their report

Reliford made a motion to adjourn and was supported by Keith Scott. Meeting was adjourned at 7:51 p.m. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Stephanie Jackson".

Stephanie Jackson, Clerk

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

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 Keith Scott (by phone), Butler, Jackson, Kot and Reliford all present.

The consent agenda was approved with a motion by Reliford and supported by Butler. The motion was passed. The consent agenda consisted of the February meeting minutes and the financial statement. February financial statement is as follows: CD's \$75,556.93, revenue sharing \$500,970.01, park acct. \$16,560.02, A.R.P.A. \$24,022.07, tax acct. \$33,910.49, T&A \$8,290.94, bldg. admin. \$19,498.14 and the general fund \$112,009.18. The February accounts payable was \$211.02 making the total expenses for February \$6,388.65 paid out of the general fund.

All requests submitted for the County Commissioner ARPA grant meet the requirements. Commissioner Simasko has to present the requests to his board for approval. Once approval is given, the county will write up work orders.

At the County Road Meeting the Township was informed that there is a \$1.30/ton increase for the cost of limestone, \$0.05/gallon increase for the cost of chloride and the 70-30 match program will be \$10,243.

Butler made a motion to approve the budget corrections as presented to the Board. Reliford supported. Motion carried.

Friday, March 15 at 9:00a.m. will be the annual Road Tour with the Capac foreman for the St. Clair Co. Road Comm.

Butler is waiting on quotes for a new color printer for the office. The existing printer will go to the Planning Board.

The new phone system through BSB will be installed next week and will go live the end of March or the 1<sup>st</sup> of April.

The new office desks have been delivered. They now need to be assembled and put into place.

Treasurer Kot reported that she completed her tax roll settlement with the county. The county Treasurer's office reported that they would be absorbing all of the costs in the county related to taking delinquent personal property rolls to the court.

Jackson made a motion to increase the salary of Deputy Clerk and Deputy Treasurer from 10% to 12% as well as set a \$15/hr flat rate for a seasonal payroll reserve to help with additional hours that may be needed from these or other office positions throughout the year. Kot seconded.

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

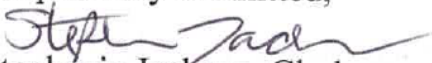
Motion passed.

The Emmett Village Fire Contract will be \$76,984.66 for the year.

The Planning/Park committee gave their report.

Jackson made a motion to adjourn the meeting and was supported by Reliford. Motion was passed. Meeting was adjourned at 8:10 p.m.

Respectfully submitted,

  
Stephanie Jackson, Clerk



**EMMETT TOWNSHIP BOARD OF TRUSTEES**  
**ANNUAL BUDGET MEETING**  
**MARCH 13, 2024**

The annual budget meeting was called to order at 8:10 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 4 board members physically present and K. Scott by speaker phone.

Resolution #24-08: INVESTMENT & DEPOSITORY AUTHORIZATION, was accepted with a motion by Reliford and supported by Keith Scott.  
Roll call: Reliford; Yea, Kot; Yea, Jackson; Yea, Butler; Yea and Keith Scott; Yea.  
Motion passed.

Resolution #24-09: INVESTMENT AND DEPOSITORY DESIGNATION, was accepted with a motion by Reliford and support by Keith Scott.  
Roll call; Kot; Yea, Jackson; Yea, Butler; Yea, Keith Scott; Yea and Reliford; Yea.  
Motion passed.

Resolution #24-10: GENERAL FUND 2024-25 BUDGET of \$540,533.72, was accepted with a motion by Reliford and support by Jackson.  
Roll call: Jackson; Yea, Butler; Yea, Keith Scott; Yea, Reliford; Yea and Kot; Yea.  
Motion passed.

Resolution #24-11: BUILDING INSPECTION FUND 2024-25 BUDGET of \$35,050.00, was accepted with a motion by Reliford and support by Keith Scott.  
Roll call: Butler; Yea, Keith Scott; Yea, Reliford; Yea, Kot; Yea and Jackson; Yea.  
Motion passed.

Resolution #24-12: PARK & RECREATION FUND 2024-25 BUDGET of \$24,580.00, was accepted with a motion by Reliford and support by Keith Scott.  
Roll call: Keith Scott; Yea, Reliford; Yea, Kot; Yea, Jackson; Yea and Butler; Yea.  
Motion passed.

Butler made a motion to keep The Yale Expositor as our newspaper of record for the audit year of 2024-25, Motion was supported by Reliford.  
Roll call: Reliford; Yea, Kot; Yea, Jackson; Yea, Butler; Yea and Keith Scott; Yea  
Motion passed.

The Annual Budget Meeting was adjourned with a motion by Reliford and supported by Jackson. Motion passed. Meeting was adjourned at 8:19 p.m.

Respectfully Submitted,

  
Stephanie Jackson, Clerk

Emmett Township Rec Commission  
Meeting Minutes  
April 15, 2024

Meeting called to order by Chairman Mueller at 7:00pm

Roll Call: Reliford, Mueller, Bowen, Roose, Powers present.

Guest: Bill Horman

Motion to approve minutes (with correction of spelling error) of March 18, 2024, made by Reliford, seconded by Powers.

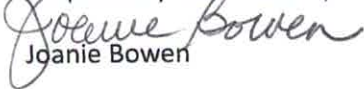
Minutes:

- Mueller asked Reliford and Powers to help move the donated playground equipment on Sunday, April 21<sup>st</sup>, to the township park.
- 62 kids, 15 parents, 5 – 6 teachers, are scheduled to come to the township park on April 22, 2024, around 3:30pm to do a spring cleanup. Ideas were discussed about what clean up would be done.
- Reliford shared the sale price of mulch being sold at Marathon on M-19.
- Bill Horman offered insight as to fencing around plantings to protect the plants from animals.
- Discussed passing out certificates of appreciation to the kids after they help with clean up. Reliford gathered bookmarks and buttons for Earth Day to share with the kids.
- Mueller spoke to Memphis Cub & Boy Scout Leader. There's one scout going for his Eagle Scout rank. He may come up with a project for the scout to do.
- Two reps from the county will work on our Park Master Plan to help write it with key information to help us qualify for grants in the future.
- Mueller spoke to the Yale Cub & Boy Scout Leader to see if they want to help with our park.
- Discussed other ideas, and possible donations, from local businesses and contractors.
- Discussed porta potty placement on playground side.
- Need to start printing pictures for the Park & Rec binder from first park meeting to every event.
- Bill Horman shared the idea of setting up a lockable mailbox with note stating their donation will help support the park.

No correspondence

Motion to adjourn made by Reliford at 8:25pm, seconded by Roose

Respectfully Submitted By,

  
Joanie Bowen

Planning Commission Secretary

*Motion to accept made by  
Reliford, seconded by Roose*

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
May 8, 2024

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 10 meeting minutes and the April financial statement. The financial statement for April is as follows: CD's \$75,567.87, revenue sharing \$541,764.88, park \$16,573.82, A.R.P.A. \$16,709.00, fire millage \$56,644.75, road millage \$166,369.57, tax acct \$27.00, T & A \$8,297.57, bldg. admin. \$17,005.28 and general fund \$75,337.12. Accounts payable for April was \$160.73, making the total expenses for April \$14,973.09 paid out of the general fund.

All of the new desks for the office have been installed. New office chairs still need to be ordered.

Treasurer Kot was contacted by Toshiba seeing if the Township wanted a quote from them for a new printer.

The gravel haul for the primary roads was completed two weeks ago and the county has now started on the Township roads. They are expected to be done mid-May weather dependent. Supervisor Butler expects the Rose and Carny road project will take all of the match money. The St Clair County Road Commission is behind on quotes.

Clerk Jackson informed the Board that the reimbursement paperwork for the security camera repair on the election drop box has been submitted, and she is working on the February 2024 Presidential Primary Election reimbursement form. It is due May 27. She has not heard as to when reimbursements to the Township are expected to be received.

Sample colors for the office lobby walls have been painted to get input as to what color to go with. It is expected to be finished by the end of the month.

Information from the Township attorney has been received as to what the Comcast franchise agreement entailed. Butler made a motion to sign the Comcast agreement to allow the company to provide their services to Township residents. Kot seconded.

All in favor Aye: 5 Nay: 0

Motion passed.

Treasurer Kot discovered that there is \$169.23 of unclaimed funds to the Township from 2011 sitting in the Unclaimed Property Division. Kot informed the Board that she needs to get original documentation of the Township's tax ID # in order to receive the claim. Butler made a motion to approve Kot to get the necessary paperwork in order to file the claim for the money. Jackson supported.

All in favor Aye: 5 Nay: 0

Motion passed.

The Treasurer plans to use Ready Set Mail again to mail out Tax bills

Text my gov spoke with Treasurer Kot about their services that they would like to offer. It would cost the Township \$3,500 per year to be able to send out text messages to residents to inform them of tax payment due dates, election dates, meeting notices, and other notifications. Kot did not find this service as a practical use of funds. Butler suggested that the Township hold off on moving forward and the Board all agreed.

Supervisor Butler informed the Board that he was working on getting information sent over from Kenockee Township for a quote on the company they went through for a new digital sign for the Township Hall.

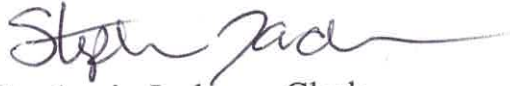
The Park Committee reported that roughly 74 kids came out for the Earth Day cleanup at the Township Park and that the new jungle gym was a big hit with the kids. They discussed possible options for materials to use to make walking trails, the possibility of getting a book drop box and accepting food bank donations.

The Planning Commission gave their report. It was determined that Jimmy Hull is owed his \$500 retainer for completing the KOA parking lot.

No Enforcement Officer Report

Jackson made a motion to adjourn the meeting and was supported by K. Scott. The meeting was adjourned at 8:09 p.m. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Stephanie Jackson", with a long horizontal flourish extending to the right.

Stephanie Jackson, Clerk



EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
JUNE 12, 2024

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 Butler, K. Scott, Reliford, Kot and Jackson 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 May 8 meeting minutes. The financial statement for May is as follows: CD's \$75,573.33, revenue sharing \$541,764.88, park \$16,581.29, A.R.P.A. \$14,308.18, fire millage \$56,670.29, road millage \$166,482.07, tax acct. \$2.00, trust & agency \$7,801.41, building admin, \$16,993.22 and the general fund \$39,093.54. Accounts payable had paid expenses of \$17,438.91 less 160.73 for the April electric bill making the total May expenses \$17,278.18 paid out of the general fund.

Supervisor Butler informed the board members that he received a new quote for another printer that was not comparable. He also stated that the 2024 gravel haul is expected to be done by next week.

The new paint job for the lobby has been completed by Treasurer Kot. Kot also informed the board that she would like to install a through-wall deposit drop box that goes into her office instead of the one she has been currently attaching to her window ledge.

Clerk Jackson informed the board that the AV drop box reimbursement and Presidential Primary election reimbursements have been submitted. She has no estimate as to when the Township can expect to receive these reimbursements.

The public had an opportunity to share comments regarding desired improvements at the Emmett Township Park, in preparation for a Five-Year Parks and Recreation Plan to be completed in August 2024 and submitted to the Michigan Department of Natural Resources by October 1, 2024. Guests liked the idea of having something different than what's offered at neighboring parks. Lots of discussion revolved around the development of a nature trail. Ideas for the nature trail included QR codes to be scanned to educate individuals of different plants and animals that can be seen on the trail, possibility of fitness stations, scavenger hunts, bird and bat



houses, and a butterfly/hummingbird garden. Other ideas mentioned by the public included a well pump simulation station and a dog run. There were different event suggestions presented as well. Ideas included yoga classes, a farmers market, and plant swaps.

Members from the Park Committee discussed hopes for a match money grant to help install the walking trail and a DNR grant for the development of a pavilion. The Board was informed that the Master Plan for the park is in progress.

Members of the Township Board discussed moving the porta potty across the parking lot into a brick enclosure to be near the playground area. Possible donations for the park projects were discussed as well which lead to a discussion of the possibility of personalized donation bricks/plaques and memorial benches.

**Resolution #24-13: Approving the current Parks and Recreation Maintenance Policy and Plan for Emmett Township.** The resolution was approved with a motion by K. Scott and supported by Kot.

All in favor Aye: 5 Nay: 0

Motion passed.

**Resolution #24-14: Approving and Authorizing a grant application to the St. Clair County Parks & Recreation Commission for consideration of partial funding for a Nature Trail at the Township Park.** The resolution was approved with a motion by Reliford and supported by Jackson.

All in favor Aye: 5 Nay: 0

Motion passed.

Butler made a motion to approve the Park and Recreation millage distribution application for this year's funding of \$12,992 and was supported by Kot.

All in favor Aye: 5 Nay: 0

Motion passed.

The Carney Rd bridge replacement over white drain at an estimated cost of \$95,000 is set to be done in 2025. Monies are planned to come out of the Governor Simasko ARPA funds.

The crack sealing on Bryce Rd for a cost of \$15,000 to come out of the County Commissioner ARPA money has been completed. Miller Rd and Imlay City Rd culverts have now been replaced as well.

The costs for the Rose Rd and Carney Rd project for new culverts and ditching have come in less than what the Township was told. Supervisor Butler is going to

double check the numbers before approval and will bring back to the next board meeting.

Butler made a motion to use ARPA funds for the \$4,000 crack seal work order for the Township parking lot. K. Scott seconded the motion.

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

An Assessing database request fee for a FOIA request was discussed. A possible per parcel price was mentioned. A fee schedule and policy resolution would need to be created. More research and information will be brought to the next board meeting.

Butler received a quote from Jeff's Rubbish for a Township Dumpster Day. Jeff's Rubbish no longer provides a packer or personnel. They will provide 30 yard roll offs in the amount of \$525 each. Three roll offs were recommended. The Township will contact Demaray for tire disposal. Clerk Jackson also spoke with Marcotte about a quote for dumpster day. She was informed that the prices would be at least the same as they were last year. The person she spoke with was not sure if there has been any increase in costs and said she would get back with her. A tentative date of September 21, 2024 has been set for Dumpster Day.

Butler made a motion to get a 2-yard dumpster from Jeff's Rubbish for the Township Hall on trial run. It will cost \$205 per quarter and will be dumped once a week. K. Scott seconded.

All in favor Aye: 5 Nay: 0

Motion passed.

The L-4029 was signed by the Township Supervisor and Clerk.

The Logic and Public accuracy test date for the August 6, 2024 has been scheduled for Friday, June 28 at 8:00am. The Public Accuracy testing will begin at 9:30am.

Emmett Township is currently the administrator of a Nationwide deferred comp program. The last two employees that were contributing to the plan are no longer township employees. Jackson made a motion to inform Nationwide that we wish to no longer be the administrators of the Nationwide plan. Butler supported.

All in favor Aye: 5 Nay: 0

Motion passed.

Butler made a motion to approve the bills for the month of May lawn maintenance and a toner purchase for the Town Hall. K. Scott supported.

All in favor Aye: 5 Nay: 0

Motion passed.

Treasurer Kot informed the board that we will no longer be using Choice One Bank to accept tax collections for the Township. Kot discussed the need for an office change fund for the sole purpose of making change and is not to be used to purchase anything. Butler made a motion to approve an amendment to policy number 4.17 to remove petty cash and to replace with an office change fund.

Reliford supported.

All in favor Aye: 5 Nay: 0

Motion passed.

Kot also discussed using a remote deposit capture to deposit checks. This would save the township mileage money as it eliminates the need to make frequent stops at the bank for deposits.

Insured sweep accounts are being further looked into as an option for our revenue sharing money. A six to nine month emergency savings fund was also discussed.

June 17 our PPT delinquent taxes that are over 5 years old go to the court along with other Township's filings to be stricken.

Butler made a motion to approve the T-Mobile generator site plan amendment to install a 48sq foot concrete pad with a generator. Reliford seconded. Motion carried.

The Planning and Park committee gave their reports.

No report from the enforcement officer.

Correspondence: 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.

Butler made a motion to adjourn the meeting, supported by Reliford. Meeting was adjourned at 8:41p.m. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Stephanie Jackson", with a long, sweeping horizontal flourish extending to the right.

Stephanie Jackson, Clerk



EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MONTHLY BOARD MEETING  
JULY 10, 2024

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.

After clarification was made to Reliford on the Kelly Law Firm bill, the consent agenda was approved with a motion by Reliford and supported by K. Scott. Motion passed. The consent agenda consisted of the June meeting minutes. The financial statement for June is as follows: CD's \$75,578.99, revenue sharing \$546,113.28, park acct \$15,437.09, A.R.P.A. \$9,035.85, fire millage \$56,691.97, road millage \$166,577.60, tax acct \$2.00 trust & agency \$7,804.44, bldg. admin. \$18,037.22, general acct \$96,463.80. Accounts payable for June had a total paid expenses of \$15,969.23 paid out of the general fund.

Butler is hopeful for a new printer quote for the next meeting.

The new office chairs for the Clerk's office have been purchased.

The Chloride application for the roads have been completed. A 3<sup>rd</sup> pass was done on Breen, Brandon, Metcalf, and Keegan Rd.

**Resolution #24-15: Authorizing the scheduling of a public hearing for August 14, 2024, to hear comments regarding the draft 2025-2029 Parks and Recreation Plan for Emmett Township.** The resolution was approved with a motion by Kott and supported by K. Scott.

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

The 2024 park millage and distribution has been submitted and complete.

Butler made a motion to approve the work order for the Imlay City Rd culvert replacement of \$4,000 to be paid out of ARPA. Reliford supported. Motion carried.

Butler received clarification on the Rose Rd and Carney Rd ditching project. The project work order is estimated to cost \$50,000 for 2 crossroad culverts, 600ft of

underground ditching, 450ft of open ditching. This will take up the whole \$25,000 culvert grant match money. Butler made a motion to move forward with the project. Jackson seconded the motion.

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

The overall total for the limestone haul is \$169,431.91 less the match money of \$29,146.35 bringing the total amount due to \$140,285.56. \$86,035.55 was budgeted for the year making a difference of 54,250.01 over budget. The total amount in the road millage account is \$166,577.60 due to ARPA funds being used last budget year for road projects. Butler made a motion to spend \$54,250.01 over this year's budgeted amount of \$86,035.55 to go towards the total limestone haul of \$140,285.56. This will bring the 2024-2025 fiscal year budget into a negative even though the money is in the road millage account. Reliford seconded the motion  
Roll call: Kot; Yea, Jackson; Yea, Butler; Yea, K. Scott; Yea, and Reliford; Yea.  
Motion passed.

Treasurer Kot installed a locked through wall drop box into her office for people to drop off their tax bills. The new change box and online bill pay are being utilized. She is still waiting on a panini device.

Dumpster day for Saturday, September 21 was confirmed with Jeff's Rubbish. Demry wants to be contacted closer to the date for tire pickup. Supervisor Butler plans to be in attendance to help verify resident ID's. A Dumpster Day flyer was sent out with the tax bills and a notice will go in the Yale Expositor two weeks prior to the event.

Clerk Jackson informed the Board that the joint agreement for Early Voting with Kenockee Township has not been going well. She feels as if she is doing the work for them and not with them. She still needs Kenockee Township to get her two ballot containers, their Early Voting ballots, and a person to cover as site supervisor for the 4 agreed upon days that is in the Joint Early Voting Agreement Contract. Jackson also informed the board that there was another round of grant money for elections and she requested a new Early Voting Tabulator and Early Voting Laptop so that Emmett Township and Kenockee can each have their own Early Voting equipment that is not shared.

The Audit with King and King went well with no concerns.

Treasurer Kot informed the Board that 53 Bank charges \$63/month for insurance services as the amount the Township has in the bank is above the FDIC insurable amount. She is looking into other banks to move the money into.

The QuickBooks 2024 update is now up and running on all computers.

Planning gave their report and informed the Board that the Census has been completed and added as an addendum to the master plan.

The Park Committee has their 5-year master plan draft that is available in the Township Hall office for a 30-day comment period. A notice for a public hearing to be held on August 14, 2024 to receive public comments on the draft Recreation Plan will be put in the Yale Expositor and on the Township's website. The Park Committee also will be starting to advertise for a Farmer's Market to be hosted at the Township Hall Park on Thursdays or Fridays.

Butler made a motion to adjourn and was supported by Reliford. Motion passed. Meeting was adjourned at 8:18 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Stephanie Jackson", written in a cursive style.

Stephanie Jackson, Clerk





EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MONTHLY BOARD MEETING  
AUGUST 14, 2024

The Public Hearing to hear the comments on the proposed five year parks and recreation plan was called to order at 7:00 p.m. followed by the pledge to the flag. Scott Mueller said that he is in favor of the proposed parks and recreation plan and commented that there have been posts on Facebook giving a thumbs up to changes/events that have been happening with the park. He stated that he has received all positive feedback from everyone he has spoken to. Carrie Kot spoke in favor of the plan and about how happy she was with her visit to the farmers market. She stated how beautiful everything looked and how nice the vendors were.

Butler made a motion to adjourn the Public Hearing. Support was given by Reliford. Motion carried. The Public Hearing was adjourned at 7:08 p.m.

The August board of trustees meeting was called to order immediately following the close of the Public Hearing.

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 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 \$75,584.45, revenue sharing \$433,372.97, park acct \$14,517.93, A.R.P.A. \$8,720.07, fire millage \$56,715.98, road millage \$166,683.41, tax acct \$74,131.70, trust & agency \$9,808.20, bldg. admin. \$19,310.98, and the general acct. \$202,544.00. Accounts payable for July had a total paid expenses of \$14,729.33 paid out of the general fund.

Butler made a motion to increase the free tire drop off for dumpster day from two tires to four tires per township resident with ID check. Reliford supported.

All in favor Aye: 5 Nay: 0

Motion passed.

Clerk, Jackson informed the board that the August State primary election went smoothly and everything was able to get cleared up with the Joint Early Voting Agreement with Kenockee Township. Overall, Early Voting had a total of 48 voters which was less than the 81 total voters that utilized Early Voting in February.

Jackson said this Early Voting election cycle cost the Township roughly \$87.89 per early voter. Jackson informed the Board that the election drop box reimbursement of \$698 is expected to be issued by October 31, 2024. Jackson also had a bill for \$860.69 from Election Source for 6 new rolling ballot bags and 5 new test ballot bags. These are needed for all of the new security requirements with Early Voting and transportation of timely received military ballots to the county. Kot made a motion to approve the bill from Election Source for the new ballot bags and was supported by Butler.

All in favor Aye: 5 Nay: 0

Motion passed.

Treasurer Kot informed the Board that the Panini machine is up and running. She said she has only received a few complaints from residents not being able to pay their taxes at Choice One Bank. She has also had Village of Emmett residents coming in trying to pay their tax bill which we do not accept.

Kinetico hasn't serviced the Town Hall's water softener since March. Their office has had a total change over and they contacted the Township to set up dates to get on a regular service schedule as per the Township's service agreement with Kinetico. The Township currently needs a head change on the softener and extra filters.

Currently, the Emmett Township Park has received \$135 in park donations. King and King needs to be contacted on how to create a new budget line item to best record money coming in and out of the Park Account for donations. A future budget line item in the Park Account also needs to be set up for advertising and other new expenses associated with the park improvements being made. Advertising bills for the park will currently come out of the Dues and Subscriptions line item in the General Fund. Clarification was also made to have all lawn care and snow plowing be paid out of the General Fund Account and to transfer half of the expense money on a quarterly basis from the Park Account into the General Fund. The costs of the dumpster for the Township Hall will also be split between the General Fund and Park Accounts while the Porta John bill will all be paid out of the Park Account.

**Resolution #24-16: Approving the 2025-2029 Parks and Recreation Plan and authorizing the submission of the plan to the Michigan Department of Natural Resources.** The resolution was approved with a motion by Reliford and supported by K. Scott.

All in favor Aye: 5 Nay: 0

Motion passed.

The Board discussed using the 2024/2025 County Rd 50/50 matching grant money for Keegan Rd culvert that needs to be replaced north of Burt Rd. The estimate is \$65,000 for the project. Ditching on Rynn Rd per a land owners request was also discussed for next year. The engineers are finalizing and getting the tubes needed for the Rose and Carney Rd project.

The Board did not account for a \$673.03 bill that was already spent out of the gravel/limestone budget line item when discussing the total overall limestone haul line item for the 2024-2025 budget year at last month's meeting. Butler made a motion to spend \$54,923.04 over this year's budgeted amount of \$86,035.55 to go towards the total limestone haul, not \$54,250.01. K. Scott supported the motion.

All in favor Aye: 5 Nay: 0

Motion passed.

Butler made a motion to use \$2,417.43 of this year's ARPA funds to pay the invoice to crack seal the Emmett Township parking lot. K. Scott seconded the motion.

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

Treasurer Kot received an email for the King and King audit invoice that has not been paid. Clerk Jackson has been trying to contact someone from the accounts receivable department to figure out where the initial bill was sent to and to make sure that they have to correct contact email up to date. Butler made a motion to pay \$5,537.80 to King and King for performing the 2023/2024 fiscal year audit.

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

Treasurer Kot informed the Board of different trainings that will be coming up in Frankenmouth.

The Planning Commission informed the Board that they needed to appoint an alternate. Butler made a motion to appoint Michael Hull as the alternate to the Planning Commission for a 4yr term. K. Scott supported.

All in favor Aye: 5 Nay: 0

Motion passed.

The Clerk will look into term dates for planning, Board of Review, and other non-elected officials to see what other appointments may need to be made.

The Park Committee informed the Board of an Eagle Scout bench and bird house project for the park. Scott Mueller suggested having the individual set up a spot at one of the Farmers Markets at the Township Hall to solicit donations for the project. Butler informed that there can be no monetary exchanges from the Township to the Eagle Scout for the project.

Motion by Reliford and support by K. Scott to adjourn the meeting. Motion carried. Meeting was adjourned at 8:08 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Stephanie Jackson', with a long horizontal flourish extending to the right.

Stephanie Jackson, Clerk

# EMMETT TOWNSHIP BOARD OF TRUSTEES

## REGULAR MONTHLY BOARD MEETING

SEPTEMBER 11, 2024

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 Reliford and supported by Keith Scott. 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 75,590.10, revenue sharing \$433,604.00, park acct. \$13,699.34, A.R.P.A. \$6,302.90, fire millage \$18,249.21, road millage \$26,510.57, Tax acct. \$158,030.17, trust & agency \$10,062.67, bldg. admin. \$20,122.99 and the general fund \$50,604.55. Accounts payable for August had a total paid expenses of \$58,416.03 paid out of the general fund.

The election drop box reimbursement of \$698.00 has been received by the Township. Clerk Jackson has started the process of the Early Voting election wage reimbursement for the August Primary election.

Scott Mueller will contact Demaray Tire for the September 21 Dumpster Day tire removal service and see what he will charge for the tire fees.

Kot informed the Board that summer taxes are due Monday September 16 and that the Township Hall will be open from 9am – 5pm that day to collect. She also is going to look into the retention schedule for the paper tax rolls that are currently being stored at the Village Hall.

**Resolution #24-17: Local Road System Funding Assistance Program;** was approved with a motion by Reliford and supported by K. Scott.

All in favor Aye: 5 Nay: 0

Motion passed.

This is to go towards the replacement of a cross road culvert on Keegan Road over the Cowhy drain between Rynn and Burt Road. The project is estimated to cost \$65,000. The Township will be responsible for \$25,000 plus ditching costs.

The culvert replacement was completed on Imlay City Rd between M-19 and Gleason.

The Rose Rd and Carney Rd ditching project came in \$10,000 higher than originally estimated. There is a good cross road tube that was installed 5 years ago that needs to be replaced with a larger tube. The original tube can be saved and reused somewhere else in the future. The Township would only be responsible for \$5,000 of the cost due to it being an over estimate. Butler made a motion to spend the extra money to fix the road project correctly and was supported by K. Scott. Roll call vote: Reliford; Yea, Kot; Yea, Jackson; Yea, Butler; Yea, and Keith Scott; Yea. Motion passed.

A \$50,000 estimate came back to replace the culvert at Rynn and Keegan and ditch it all out. The money is not in the budget currently or in the budget for next year. It will have to be explored again in the future.

The Department of Homeland Security is offering municipalities a free SAFE assessment on how secure their buildings are for elections. They will be coming out to the Township Hall on September 16 at 9:00am.

The Farmer's Market on Thursdays from 2pm – 7pm is continuing to go great. Children are using the playground more and new vendors are continuing to come. There have been some comments made as to holes that need to be fixed in the park yard as well as a suggestion to have the walking nature trail loop through the Famer's Market vendor aisleway. The last planned date for the Farmer's Market is Thursday, October 31 unless the weather stays nice. In celebration of Halloween, the Park Committee plans to set up a Trunk or Treat at the Farmer's Market.

Montgomery Strachen will get in contact with the Township for a receipt for his snow plowing donation. He will continue his donation for this winter season's snow plowing service as well.

A new flag has been purchased for the parking lot to replace the old one that was in rough condition.

Clerk Jackson informed the Board that the outstanding bill for King and King has been paid and there was no double payment made to King and King. A voided check was not recorded into QuickBooks which caused the confusion.

Jackson also stated that Election source will be coming out Friday, September 13 at 10:30am to fix the new tabulator that has not been working so the Township can complete their acceptance testing. The tabulator was delivered without a battery or a cover plate.

Visual Edge IT supplied Supervisor Butler with a new updated quote for a new printer. The other printer companies that have been contacted never got back with him on quotes. The quote came back for \$4,249 for the initial purchase and install and a \$380.16 per year maintenance agreement. This is the same printer that Wales Township currently has. The existing printer will go to planning to use. K. Scott made a motion to use ARPA money to pay for the new printer and was supported by Reliford.

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

A PA116 was sent to planning for review, but it was not complete. The owner will be contacted to complete his paperwork so it can be brought to the planning meeting on Monday.

There was a blight complaint for a yard being overgrown. The individual was told to sign a complaint form and they no longer had interest in perusing.

Planning held their elections for Planning Commission and Park Committee Offices.

Reliford made a motion to adjourn and was supported by Jackson. Meeting was adjourned at 8:05p.m. Motion passed.

Respectfully submitted,



Stephanie Jackson, Clerk





EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MONTHLY BOARD MEETING  
OCTOBER 9, 2024

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 Butler, Keith Scott, Reliford, Kot, and Jackson 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 September meeting minutes and the September financial statement. The financial statement for September is as follows: CD's \$75,595.77, revenue sharing \$601,079.78, park acct. \$26,337.95, A.R.P.A. \$6,302.20, fire millage \$18,259.35, road millage \$26,569.60, tax acct \$5,603.38, trust & agency \$8,816.20, bldg. admin \$19,315.93 and the general fund \$16,279.26. Accounts payable for September had a total paid expenses of \$18,105.57 paid out of the general fund.

Dumpster Day had a total cost to the Township of \$1,963.50. There were some residents that were unhappy about having to unload themselves, but overall it was a good turnout and the dumpsters were full. Treasurer Kot mentioned that not everyone got a flyer for Dumpster Day in their tax bill as some tax bills go to mortgage companies as opposed to the residents themselves. She mentioned sending the next flyer for a spring Dumpster Day in the tax assessment notice that goes out in February so everyone gets a flyer. Demaray Tire will be contacted ahead of time to get tire disposal prices to include in the next flyer.

Clerk Jackson informed the Board that the election day laptop's battery will no longer hold a charge unless it is plugged in. RESA came out and loaned the Township another laptop to use for Election Day. The logic and accuracy testing on the voting equipment will be done with Election Source on Friday, October 11. Early Voting will be October 26 – November 3 from 9:00am – 5:00pm. Election Day will be November 5.

Tax update: Online payments went well. The only issue is that the online payment system does not show delinquent interest owed, so those individuals who pay their taxes late online will get a statement due balance in the mail. Treasurer Kot also discussed putting a Township Newsletter in the tax assessment notice as well.

Topics for the newsletter discussed included a park report/events, how millage money is spent, an assessor's report, current and future projects, etc.

Supervisor Butler is waiting to hear back if the Township was approved for the 2025 St Clair County Local Road System Funding Assistance Program. The Rose Road project should be wrapped up on Friday, October 11. Butler informed the board that all bills associated with this project are to be set aside. He said the Township will pay all invoices for that project at once to make sure everything is correct. There was a resident that had a footbridge removed by the county during this project and he wanted it replaced, but was told no by the county.

The installation for the new printer will be on Friday, October 11.

Clerk Jackson reported on the SAFE Assessment done by the Department of Homeland Security. The Township will receive an emailed report as to what their final recommendations are for security improvements and safety procedures for the building during elections. They would like to see some sort of training/policy manual in place for election inspectors on different scenarios that could arise during elections.

Signature cards need to be updated at the bank for who has access to the Township accounts. Butler made a motion to remove the previous clerk from all accounts and add the current clerk, deputy clerk, and deputy treasurer to the Choice One Bank and 53<sup>rd</sup> Bank accounts. K. Scott supported the motion.

All in favor Aye: 5 Nay: 0

Motion passed.

Supervisor Butler wants the Building Administrator to submit a monthly Building Admin Report that would include how many permits are being pulled to track the growth of the township.

Treasurer's update: Township Revenue Sharing account balance is high. Kot stated that the auditors suggested 6 to 9 months of operating funds should be invested into high yield accounts for contingency/emergency funds. Kot said the topic will be revisited at the next board meeting so the board members have time to think about how much money should be set aside. Doing this allows the Township to be less reactive and more proactive to large expenses that may arise.

gave a recommendation to approve  
Planning gave their report and stated that they <sup>gave a recommendation to approve</sup> approved a site plan for a modular home placement on Harrison Rd. This approval leaves the garage as non-conforming because it will sit too close to the property line. The Township Board made the final approval for the site plan

The Assessor is reviewing the PA116 that was submitted from a property owner.

The Park Committee is waiting to hear back about their grant request. There is another foundation they are looking into that will be giving out money. A resolution will need to be created for those funds. It is not a match money grant.

Jamie Lamay would like to continue to offer yoga classes at the Township Hall and would like to host classes inside the board room as the weather gets colder. The Board approved her request with the expectation that the board room will be cleaned up and everything put back to where it was at the end of each class.

Jackson made a motion to adjourn the meeting and was supported by Reliford. Meeting adjourned at 8:14 p.m. Motion carried.

Respectfully submitted,



Stephanie Jackson, Clerk



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 53<sup>rd</sup> 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

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