

# **BURDELL TOWNSHIP MINUTES**

## **REGULAR MEETING**

**June 9, 2009**

The Burdell Township Board met at the Tustin Community Center for their regular June meeting. Present: Treasurer Julie Seguin, Clerk Laura Peterson, Trustee Virgil Asplund, Trustee Darwin Norman, Deputy Clerk Sandra Leach, Deputy Treasurer Mary Ellen Holmes, Cemetery Sexton Don Andreen and Cemetery Caretaker Bob Logan. Absent: Supervisor Charles Raab, Zoning Administrator Martin Dahlstrom, Zoning Administrator Martin Dahlstrom and Tustin Area Fire District Representative Nancy McCreery. Guest: Barbara Hazlett and Alan Van Antwerp. Assessor Art Moyses arrived at 7:35 p.m.

In Supervisor Raab's absence Clerk Peterson called the June Burdell Township Board meeting to order at 7:00 p.m.

Seguin asked that review of the Township Newsletter be added to the agenda. Peterson asked that the consideration of compensating Leach for all her work compiling Emergency Procedures for the Community Center also be added to the agenda..

Seguin made a motion to approve minutes from both the May 12<sup>th</sup> regular meeting and the May 28<sup>th</sup> special meeting. Asplund seconded. APPROVED

The treasurer reported that her General Fund records balanced with the Clerk's. At the end of May the General Fund had a balance of \$65,215.38; the Roads and Bridges account \$28,394.44. Seguin reported that Metro money has been received and deposited in the Roads and Bridges account. She asked Peterson to prepare a check to the US Postmaster for 10 rolls of stamps which will be used to send tax bills.

Peterson agreed that her General Fund balanced with the treasures at the end of May. After the board had a chance to review reports and cash account registers prepared by the treasure and the clerk for the months of May and June, Seguin moved to pay the bills as presented. Norman seconded. APPROVED

The clerk and Asplund will be meeting with Burnham and Flower Insurance Company on June 11<sup>th</sup> at 1:30 to review the townships insurance policy.

Knowing that he would not be in attendance, Zoning Administrator Dahlstrom sent copies of his May report which were distributed to the board.

Copies of the May 20<sup>th</sup> minutes from the Tustin Area Fire District meeting were given to board members.

The board received correspondence from Mecosta and Osceola-Lake Conservation Districts. They requested that Burdell Township sign an agreement of service with them. After discussion Norman made a motion that Burdell Township be in an agreement for services with Mecosta and Osceola-Lake Conservation District. And that \$250 be sent with the agreement supporting the service of disposal of household hazardous waste for township residents. Peterson seconded. APPROVED The clerk signed the agreement and will return it with the \$250 payment. The next Household Hazardous Waste Disposal day will be October 10<sup>th</sup> from 9:00 a.m. till noon at the Road Commission North Facility, 13353 20 Mile Road, Tustin.

Peterson told of a networking site called Community Connection on the MTA web-site intended for township official use.

The township was audited May 28<sup>th</sup> and 29<sup>th</sup> by Baird, Cotter and Bishop PC. The report isn't complete yet; accountant Mike Cool did, however mention a couple things he would like to see changed. He recommended that checks from the Road and Bridges Account require two signatures as the General Fund Account checks do. He would also like to see a resolution for credit card use adopted. The township has a Marathon credit card that cemetery workers use. He feels that spending limits and the

positions of those that are permitted to use it should be included. Peterson plans to have a resolution for the board to consider at the July 14<sup>th</sup> board meeting.

State legislation that will eliminate the May School Election date may be coming soon. All schools would then be required to hold elections in August and November at the primary and general elections.

Manistee County Fair Grounds has once again been the chosen site for the Michigan Energy Fair on June 22-24. There will be many renewable and alternative energy exhibits and informational speakers.

A copy of the Board of County Road Commissioners 2008 Fiscal Year Annual Financial Report was available for the board and those in attendance to look at.

Peterson informed that the township had received a new Michigan Township Directory that will be on file at the Community Center. Along with the directory, MTA sent a pledge of Principles of Governance that the Burdell Township board members agreed to sign and display in the Tustin Library / Community Center lobby.

Seguin reported that the Osceola County Township's Association met on May 18<sup>th</sup> at the Highland Township Hall. Road Commission Manager Cliff Youngs and Road Commissioner Alan Gingrich were both present. The next OCTA meeting will be on August 31<sup>st</sup> at the Lincoln Township Hall at 7:00 p.m. BS & A software upgrades for taxes and assessing are on the agenda.

Seguin and Peterson met with Chris Gaidica on May 28<sup>th</sup> to explore the possibility of Gaidica designing a web-site for Burdell Township. With much consideration it was suggested by Seguin that at this time we should concentrate on utilizing the OCTA web-site that Dan Massey has created for Osceola County Township use. Peterson and Seguin both felt that Gaidica's service would be good; but weren't sure it was needed at this time. Seguin and Peterson plan to better utilize and promote the OCTA web-site.

The Burdell Township Board met for a special meeting on May 28th. Losey Investments, LLC; owners of the Bon-Fire Grill, requested the approval of an Entertainment Permit, in conjunction with 2008 Class C Licensed Business with Dance Permit. The permit was approved.

Seguin, Peterson and Asplund attended the MTA Spring Regional Meeting at McGuire's Resort in Cadillac on June 1<sup>st</sup>. Some highlights were a legislative update, rights and obligations regarding roads and managing the modern township office.

Burdell Township Planning Commission will be meeting on June 17<sup>th</sup> at 7:00 p.m.

An Organizational Meeting of the Tustin Fire District Contract Committee met on May 27<sup>th</sup> at the Tustin Community Center. Seguin mentioned a few things that were covered at the meeting:

- Each entity contributing 2 mills.
- Eliminate rotating treasurer.
- Entities distributing taxes as the law mandates.
- Changes in membership.
- Possibly eliminating the annual meeting.
- Representative; pay scale

She feels the committee is getting closer to having a draft that all parties can agree on that will be legally binding.

Leach, as suggested by the fire marshal, drafted Emergency Procedures for the Tustin Community Library/Community Center. She distributed copies to board members. Leach explained that she used

Cadillac Libraries Emergency Procedures as a sample and that she tried to keep it quite simple. It was agreed that the topic be tabled until the July 14<sup>th</sup> meeting. It was suggested that the Burdell insurance company might be interested. Peterson will mention it to Burnham and Flower Insurance Company when they come on Thursday.

The Fire Marshall had concerns with the exits (especially rear) being blocked by snow and or ice in the winter. Leach mentioned that the Library board doesn't feel that she should be responsible for keeping the entrance way and exits of the Tustin Community Library/Community Center free of snow. It was suggested that this could possibly be handled by village employees and added to the bills that the township and village split.

The need for a sign in the Burdell Cemetery to post rules and other cemetery information was again brought up. There was discussion on what exactly was needed and some cost comparisons. Guest Barbara Hazlett said that she new of a business in Ewart that she felt could make us a sign for less than what was found in catalogues. She gave details on the location of the business. Norman volunteered to assist Caretaker Logan with the selection.

Seguin handed out drafts of the newsletter that will be sent out with summer tax bills for review. It was suggested that the County Road Commission meeting dates be added. Also the location of the existing web-site through OCTA could be listed.

Peterson questioned whether three board members who attended the MTA Regional meeting should receive per-diem pay for that day. She read the 5<sup>th</sup> item in the Board Compensation and Duties Resolution which states; per diem rates for board-authorized training are \$100.00 per diem each for three or more hours in a day or \$50.00 per diem each for less than three hours in a day. Travel time may be included. Peterson said that she had spoke to MTA on her position and was told that certain training as for Election training and Board of review training are required duties for the Clerk and Supervisor. However, other informational meeting per diem compensation may be granted at the discretion of the township board. Peterson feels that there is a grey area here. Does the board need to specify each time they permit board members to attend meeting whether they will be reimbursed? Those who have other jobs or have children at home may not be able to accrue the cost for which some say should be a civic duty. No immediate answer was given. Peterson plans to make sure that it be made clear before the board agrees to send members to workshops or training sessions in the future.

Peterson also addressed the board on her belief that Leach should be reimbursed for the time she put in compiling the Tustin Library/Community Center Emergency Procedure and for other things she does outside of her position as deputy clerk for the township; because she is the primary person in the building. It was suggested that this too may be something that could be split hourly wages between the village and township. No direct answer was given at that time.

Leach and Peterson suggested that the Village and Township should have job descriptions for all employees. Leach said that this was suggested to the village by their insurance company. She has completed them for the Village of Tustin. Peterson added that at the MTA Spring Regional meeting it was recommended that all duties that each employee performs be included; weather the jobs are mandated for a specific elected position or additional duties that have been acquired. At the MTA meeting it was suggested that this should be done so those newly elected officials won't come into office unaware of what they are getting into. It's possible they may refuse to do the added duties assigned to prior officials; with the job description the board has something to "stand on".

Seguin informed that she will be collecting taxes at the Community Center on September 14<sup>th</sup> form 1:00 – 5:00 p.m.

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Assessor Moyses, now in attendance, handed out his monthly report. He reported that revenue sharing has been e-filed and he has submitted the new industrial real form to the STC. No new MTT filings have been received yet. As mandated by the State Tax Commission the assessor will need to physically assess all properties. He plans to visit 20% of properties each year; systematically, so all can be visited in 5 years. He will do his best to inform residents before he comes. Moyses will most likely send letters or possibly put a note in the newsletter. Van Antwerp offered to work with Moyses to produce notices to inform the public of his visits.

The next Board of Review meeting is scheduled for July 21<sup>st</sup> at 3:00 p.m.

Peterson adjourned the May 9<sup>th</sup> Burdell Township Board meeting at 8:25 p.m.

Laura A. Peterson, Clerk