

# **BURDELL TOWNSHIP MINUTES**

## **REGULAR MEETING**

**July 14, 2009**

The Burdell Township Board met at the Tustin Community Center for their regular July meeting. Present: Supervisor Charles Raab, Treasurer Julie Seguin, Clerk Laura Peterson, Trustee Virgil Asplund, Trustee Darwin Norman, Deputy Clerk Sandra Leach, Deputy Treasurer Mary Ellen Holmes, Zoning Administrator Martin Dahlstrom and Cemetery Caretaker Bob Logan. Absent: Tustin Area Fire District Representative Nancy McCreery. Guest: BJ Pratt, Account Manager for Burnham & Flower Insurance Group and Barbara Hazlett. Assessor Art Moyses arrived at 7:35 p.m.

Supervisor Raab called the July Burdell Township Board meeting to order at 7:00 p.m.

All rose to recite the Pledge of Allegiance to the USA flag.

After grammatical corrections were made Seguin moved to approve the Burdell Township June 9<sup>th</sup> board meeting minutes. Asplund seconded. APPROVED

Seguin reported that the township tax bills and newsletters have all been sent out. She has dispersed newsletters around town and has added it to the Osceola County Township's Association (OCTA) web-site. The Road Fund had a balance of \$30,945.74 on June 30<sup>th</sup>. The treasurer and the clerk's General Fund account both had a balance of \$51,141.57 on June 30<sup>th</sup>.

Correspondence had been received from Best Trash with details from Burdell Township's May Trash Collection Day. Three garbage trucks and three operators were present from 9:00 a.m. till 12:00 noon. Also a 50 yard container for non compactable material such as concrete and landscape timbers. There was also a roll off container for scrap metal. The total amount of trash collected was 22 tons. There was approximately 60 yards of scrap metal and 7 tires collected.

Peterson drafted a credit card resolution as recommended by the township accountants. Copies were distributed to board members for review. It will be considered later in the meeting. The Clerk mentioned that the AutoMark voting equipment has been scheduled for routine maintenance later this month at the county courthouse. After reviewing check registers Norman moved that the bills be paid. Raab seconded. APPROVED

Audit Reports were received this month from Baird Cotter and Bishop PC and distributed to board members. Accountant Mike Cool made two verbal suggestions to Seguin and Peterson. They were that two authorized people should sign checks from the Road Fund and that there should be a policy for township credit card approval.

Copies of the June 20<sup>th</sup> Tustin Area Fire District meeting were distributed to the board.

Zoning Administrator Martin Dahlstrom handed out reports for the month of June. He met with the Tustin Area Fire District to make them aware that the Hibma Road Bridge is being replaced, which will leave limited access for emergency vehicles if calls were made. Dahlstrom informed that regulations on wind energy are being considered by the Planning Committee. Additions to the Zoning Ordinance regarding wind energy may be up for board approval within approximately 6-8 months.

Assessor Moyses reported that he has begun field work. Moyses thanked Seguin for putting a notice in the Township Newsletter to inform residents that he may be stopping by to visually review their property assessments. He plans to work on these assessments a section at a time, then completing a lake area each year. He will be attending the Board of Review meeting on July 21<sup>st</sup> at 3:00 p.m. at the Tustin Community Center.

BJ Pratt of Burnham & Flower Insurance Group was given the floor. He introduced himself as the townships account manager. Each of the board members had previously received copies of the new proposed insurance policy and a renewal invoice. Pratt reviewed the policy page by page. A few questions arose. He explained that the boiler would be on the townships policy. He will make sure that it isn't duplicated on the villages' policy. They will send us a copy of a breakdown for this so the village can reimburse the township for their portion. He explained that Township personnel would be covered while doing township business no matter where they may be; at home, at the community center or out of town; such as while attending a conference or meeting. The new air conditioner is automatically covered because it is affixed to the building. This year's premium of \$4,434, is actually less then last years which was \$5,695. Pratt explained that this is because part of the premium is put in an inter-governmental pool which had fewer losses in past years than anticipated. Also, Pratt said that Burdell Township has had a clean account which they have taken into consideration. When asked if the Sexton would be insured if he were in an accident while driving his own tractor to the cemetery; Pratt said that the Sexton would be covered, but his tractor would not. This would need to be insured by the owner. If the township has a claim to submit they would need to contact Mid West Claims customer service. The board thanked Pratt for attending the meeting and reviewing the proposed policy.

Pratt excused himself at approximately 7:30 p.m.

The Board of Review will be meeting on July 21<sup>st</sup>

Township resident Barbara Hazlett asked what could be done about an abandoned home next to the home in which she is residing. Hazlett explained that the grass is very long and that she feels the trash left around the house will draw in wild animals. A couple members of the board were familiar with the property and knew that the owner lived out of state and had some problems with the last renters. Hazlett asked if she could mow the lawn? Board members plan to get Hazlett in touch with the owner, so she can get details on the situation.

Norman is still exploring options on cemetery signs. He plans to look up a sign maker in Evert when he goes there on other business.

At a past meeting Cemetery Caretaker Bob Logan suggested having a fall cemetery clean up deadline date. It was suggested that people have an opportunity to remove thing (artificial flowers, dead plants and wreaths, etc.) that they had put on graves before this date, or it may be cleared away by cemetery workers. After discussion on possible wording for a notice that would need to be posted and published, Norman moved to approve October 1st as the date that things may be removed by. Raab seconded. APPROVED Peterson will write a draft notice which will be presented to the board for approval before publishing.

Peterson suggested that the Tustin Community Center and bathrooms are in need a new coat of paint. A couple painters were suggested and may be asked for estimates.

Raab called Road Commissioner Manager Cliff Youngs for an update on Burdell Township road projects; the new 21 Mile Road Bridge is now open, the Hibma Road Bridge replacement has been started, the 20 Mile Bridge replacement will be starting soon and 200<sup>th</sup> Avenue, north of 20 Mile Road is scheduled to be resurfaced in September. At a May County Road Commission meeting, commissioners decided that they will only be brining gravel roads once this summer, and that townships would bare the burden if more were needed. Raab asked Youngs how much brining a second time would cost the township if we were interested? They would charge townships \$400 per mile.

Resolution 2009-6, Credit Card Use Policy was considered for approval. Some members saw no use in the policy or felt it should be one resolution that included the existing credit card we have at this time: Marathon

gas for use by cemetery workers which was approved in July of 2008. Peterson explained that Accountant Mike Cool suggested that a credit card policy be on file that explains that any credit cards that a township employee may want for township use must first have the boards' approval. Peterson used examples provided by MTA to write the resolution. Seguin moved to approve Resolution 2009-6. Seconded by Raab. A roll call vote followed.

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|-----------------|------------|
| <u>Seguin</u>   | <u>Yes</u> |
| <u>Norman</u>   | <u>Yes</u> |
| <u>Asplund</u>  | <u>Yes</u> |
| <u>Peterson</u> | <u>Yes</u> |
| <u>Raab</u>     | <u>Yes</u> |

Resolution 2009-6 was declared APPROVED.

The next OCTA meeting will be held on August 31<sup>st</sup> at the Lincoln Township Hall. A representative from BS&A will be present to introduce their new .NET Software for assessing and tax collecting.

The next Tustin Area Fire District meeting is scheduled for July 28<sup>th</sup> at 6:30 p.m.

Focus of attention again was on the proposed Insurance policy. There was discussion on whether the liability should be raised and whether deductibles should be raised. A cell phone call was made during the meeting to Insurance Representative BJ Pratt to clarify options that were quoted. Seguin made a motion to raise the deductible to \$500.00, which would decrease the premium \$256. Peterson seconded.  
APPROVED

Michigan Energy Efficiency and Conservation Block Grant Workshops are being offered at three different locations. The closest being in Gaylord on July 21<sup>st</sup>. Asplund expressed interest in attending. Peterson moved that Asplund be permitted to attend this block grant workshop. Raab seconded. APPROVED.

Peterson asked if Asplund should be granted per diem pay for this trip. After reading part of the Board Compensation and Duties Resolution pertaining to per diem pay, it was decided that it should be given.

Supervisor Raab adjourned the July 14th Burdell Township Board meeting at 8:42 p.m.

Laura A. Peterson, Clerk