

ALMENA TOWNSHIP
27625 CR 375
PAW PAW MI 49079

TOWNSHIP BOARD
MEETING MINUTES
JANUARY 9, 2013

The Almena Township Board met at the Township Hall. The meeting was called to order at 7:00 p.m. The Pledge of Allegiance was led by Supervisor Stiles.

Roll call: Mark Roman, Bill Van Tassel, Jim Manning, Doug Stiles, Jerry Lentz, Sheri Manning, and Sandra Rickli.

AGENDA APPROVAL:

Mark Roman commented he is very uncomfortable with getting the agenda so late; feels he should be able to get the agenda on the Friday before the meeting, along with any correspondence needed for decision making so that he has the weekend to prepare.

MOTION: **Motion** by Jerry Lentz to approve the agenda as presented, **second** by Mark Roman. All members voted in favor, **motion approved**.

REGULAR MEETING MINUTES:

MOTION: **Motion** by Jerry Lentz to approve the meeting minutes of December 12, 2012 as presented, **second** by Bill Van Tassel. **Motion approved**.

PRESENTATION/APPROVAL OF BILLS:

MOTION: **Motion** by Sandra Rickli to approve bills in the amount of \$23,748.01, **second** by Jerry Lentz. **Motion approved**.

CORRESPONDENCE AND ANNOUNCEMENTS: Clerk Rickli presented the following:

The Treasurer and Clerk will be attending the 2013 MTA Conference and Expo in Detroit the week of January 21st. There will be a Board of Review Training for 2013 February 18th from 1-4 p.m. at the Radisson Plaza in Kalamazoo; Doug Stiles and Rich Wyrwa will be attending.

REPORTS:

Commissioner: Dick Godfrey, in attendance, presented his report. Dick was elected County Commission Chair at the Commission organization meeting in January.

Sheriff's Department: Deputy Wilton reported they received 108 calls for service for Almena Township for the month of December.

LIMITED PUBLIC COMMENT: was offered.

REPORTS:

Treasurer: Sheri Manning presented the following: The revenue sharing check was received for \$61,336.

Sheri reported of recent bills in regards to Personal Property Tax. Payment in Lieu of Taxes (PILT) will be at the 2004 rates. BS&A distributed a report that for the 2012 year, our BS&A tax and assessing programs available on our website have had a lot of visitors. There have been almost 5,000 hits; 2800 for tax and 2100 for property/land (assessing).

In regards to the ID badges requested, Sheri feels we should wait until after a new zoning administrator is in place.

Sheri received an email from Terron McLean/Mattawan Fire Department stating that he will contact Doug in January sometime to schedule a meeting to finish the contract agreement for Mattawan Fire Response.

Trustees: Bill Van Tassel reported of attending his first fire board meeting in Paw Paw in January. They reported of attending 18 incident reports; and the average report time is 6 minutes, 7 seconds.

The final contract with all of the participating municipalities has been held up due to questions from Paw Paw Village; they are not sure when this will be finalized at this point.

Planning Commission: Mark Roman, TB/PC liaison, gave report. They recently had a public hearing regarding Wireless Telecommunications, due to state mandated required updates in language. The 2013 Meeting Date Schedule was approved. The 2013 Annual PC report has been completed and distributed to the board for budget purposes.

Parks and Recreation: Doug Stiles reported that all of the Christmas lights and decorations have been taken down from the power poles by Handley Tree Service; also put up by Handley's; we appreciate all the help with this. The decorations have been stored for the year in the new storage building behind the Historic Hall.

It was questioned if the survey of the Almena Woods has been done yet; it was supposed to have been completed by now. Doug will check with the survey company regarding the status.

Clerk: The website is set to go live, and revisions are forthcoming.

Mark Roman requested a MTA compensation survey for other municipalities for our consideration for budget meeting. The Clerk will request this. Compensation s

Supervisor: Doug Stiles reported that he is checking with Consumers Energy in regards to placement of a new street light at CR 652 and Prairieview Road. Doug will provide a report at the next meeting. This would be a special assessment and need a complete process to establish. This will be reviewed at budget time.

NEW BUSINESS:

1. Schedule first budget meeting date: The first budget meeting date will be Thursday, January 31, 2013 at 4:00 at the Almena Township Hall, conference room.
2. Discuss ordinance officer and enforcement: Kevin Cardiff introduced himself to the board; a resume was received prior to tonight, some board members just received it in their box tonight. A schedule of fees will be needed from him prior to board consideration. He offered to be available on Wednesday's from 11am-12pm, along with Bill Henderson, Building Official. It was shared that weekly attendance would not be needed in the office. It was added that he is the backup person in the absence of Bill Henderson in our office on Wednesday's weekly from 11:00 am to 12:00 pm. He would be available for PC meetings if/when needed. He does not do land divisions, offered that

land divisions are typically done by the Assessor. He offered that he would charge \$50/hour, anything extra would be \$30/hour; plus he would require mileage. He shared that, if hired, would like to be paid as an employee on the payroll, as he does not have

liability insurance. Mr. Cardiff will submit a fee schedule in writing to the board within the next few weeks. Doug shared that all the references Mr. Cardiff submitted were good. The board will need to research before a decision can be made.

UNFINISHED BUSINESS

1. Wage Compensation Advisory Committee:

Doug shared that there is a resident in the audience that has agreed to volunteer on this committee; he had offered the date of January 10th for a meeting, but another volunteer on this committee, Joe Leduc, will be out of town. It was suggested that the committee establish their own work meeting dates together as a group.

Mark Roman, the Township Board volunteer member of this committee shared his thoughts on this Committee being established. After contacting Antwerp Township and talking with their Supervisor, as they have this committee in place, feels that this is a much bigger process than he thought, and due to the timing prior to budget adoption, feels that the board could consider possibly incorporating this next year, prior to the budget process. He feels that beginning this now, it is far too late for the committee to do a good job. They need more research and much more time to be able to contribute well to the budget process. This will be reviewed as possible committee again in the late Fall.

OPEN PUBLIC COMMENT: Offered

ADJOURNMENT:

MOTION: Motion by Mark Roman to adjourn the meeting, **second** by Jerry Lentz. **Motion approved.** The meeting adjourned at 8:10 p.m.

ALMENA TOWNSHIP

Sandra B. Rickli
Almena Township Clerk

cc: Township Clerk (7)
Planning Commission (8)
ZBA (5)
Attorney Kelly Page
Attorney Gary Stewart