

**ALMENA TOWNSHIP BOARD**  
**MEETING MINUTES**  
**NOVEMBER 12, 2014**

The Almena Township Board met at the Township Hall. The meeting was called to order at 7:00 p.m. by Supervisor Van Tassel.

Roll call: Mark Roman, Sheri Manning, Jim Manning, Jerry Lentz, Sandra Rickli, and Bill Van Tassel. Deedra Rhoa was absent.

**AGENDA APPROVAL:**

**MOTION:** **Motion** by Jim Manning to approve the agenda as presented, **second** by Mark Roman. **Motion passed.**

**SPECIAL MEETING MINUTES - October 8, 2014:**

**MOTION:** **Motion** by Sheri Manning to approve the special meeting minutes of October 8, 2014 as presented, **second** by Jim Manning. **Motion approved.**

**REGULAR MEETING MINUTES APPROVAL – October 8, 2014:**

Two corrections were noted by the Treasurer; on the first page, under Treasurer's report, it should be summer tax due date has passed, not winter. On the second page, under New Business, item number three, Generator Maintenance, the company we will be working with is Cummins Bridgeway, LLC., not Bridgeway Company.

**MOTION:** **Motion** by Jerry Lentz to approve the regular meeting minutes of October 8, 2014 as amended, **second** by Jim Manning. **Motion approved.**

**PRESENTATION/APPROVAL OF BILLS:**

The Clerk presented the monthly disbursements for the period of October 9, 2014 -November 12, 2014 in the amount of \$56,165.57

**MOTION:** **Motion** by Sandra Rickli to approve bills in the amount of \$56,165.57, **second** by Jim Manning. **Motion approved.**

**REPORTS:**

**Road Commission:** Al Svilpe in attendance. There will be an adequate amount of salt for Van Buren County for roads for this winter season.

**Commissioner:** Dick Godfrey in attendance. He presented his report to the board.

**Sheriff's Department:** Deputy Wilton in attendance. Reports remain unavailable; this continues to be looked into.

**LIMITED PUBLIC COMMENT:** Offered

**REPORTS:**

**Clerk:** Sandra Rickli reported on the following: Lantz Excavating has submitted pricing for snowplowing and salting for the 2014-15 winter season. Cost per plow will remain at \$125, and salting the parking lot will remain at \$55 per application. It was the consensus of the board to accept these prices, which were already included in the budget. Election went very well, had lines all day in Precinct 1, Paw Paw Schools, but newer design seemed to continue to work. Almena's Precinct 1 received the 2<sup>nd</sup> largest turnout in the County behind Antwerp Township's

Precinct 2. The Clerk appreciates all of the hard work and level of efficiency by all of the election inspectors, thank you!

Almena has received the LCRC Certificate; Land Corner Recordation Certificate from the Register of Deeds which has now remonumented the corner location E-04 in Almena Township. The aquatic management program for North Lake for the 2015 season was received. A copy will be made for the Treasurer, which will be needed for Winter Tax Bills. Much appreciation goes out to Handley's Tree Service for putting up the Christmas decorations at the Township Hall.

Treasurer: Almena has received the state revenue sharing check in the amount of \$67,680. We have received a check from Northrup Logging Co. in the amount of \$1405. Summer tax collection ended September 14<sup>th</sup> of which, \$83,277.17 remains unpaid. Of that unpaid amount, \$7707.64 has been summer deferred, which leaves a remaining \$75,569.53 unpaid; the township will continue to collect 2014 summer tax payments with interest penalty until February 28, 2015, at which time they will then be turned over to the county. Sheri is waiting to commit the 2014-15 winter tax after the County Treasurer signs off on them. Winter tax bills will be mailed by December 1<sup>st</sup>.

Sheri announced upcoming conference dates available to the board members.

Supervisor: Bill Van Tassel began by giving the Fire Board report. The Supervisor and Trustee Jim Manning recently went for a road tour with Lynn Boitnott of the Van Buren County Road Commission looking at areas for possible guard rails and work that was recently completed.

Planning Commission: Mark Roman reported that the November PC meeting was moved to the second Monday of the month due to the election. He will need from the Clerk the final publication date and the effective date for the subdivision ordinance for the website. He has made all the changes and the document is now up to date. The Zoning Ordinance is being worked on with all the updates.

Parks and Recreation: Jerry Lentz reported that we have received 2 different quotes for a parks and recreation plan update for the township from McKenna and Associates; and SWM Planning Commission. There was discussion about a potential town hall meeting to attempt to get feedback. It would be a potential five year plan. Jerry will check with both of the entities that gave their quotes and attempt to fine tune this to get a better price, much of the estimate is not needed. No decision was made; possibly a decision will be made at the next meeting.

Historical: Historian Shirley Huffman was not in attendance. The Supervisor brought to the attention of the board three enlarged photos on display on the back tables of the meeting room. He has been working with Shirley to select pictures to be put on display at the township buildings. Three Pictures have been enlarged, taken by the Supervisor, to a 3' x 2' size and placed on a piece of aluminum material. The pictures look beautiful blown up and are very vivid in detail. It was brought to the boards' attention that displaying the actual pictures was discussed, but not the enlargement, of which, the cost is \$100 per picture. This expenditure was not approved by the board. What fund will this come out of? The cost of the picture enlargements was not a budgeted item. This will need to be looked into.

## **NEW BUSINESS**

1. Generator Maintenance Agreement – Two quotes have been received from Cummins Bridgeway, LLC. A one year agreement, and a five year agreement. A 10% discount would also be offered above and beyond the original quote.

**MOTION:** **Motion** by Jim Manning to approved the five year generator maintenance agreement with Cummins Bridgeway, **second** by Jerry Lentz. **Motion approved.**

2. Emergency Preparedness Guidelines: Emergency Preparedness Guidelines should be in place for Almena Township. Trustee Mark Roman will place these guidelines on our township website.

3. Tire Collection: Van Buren Conservation District would like to offer a tire collection date to collect tires at the Almena Township Hall on site. A semi-trailer would be on-site to collect the tires. It would be possible to transport 7 tires at a time.  
**MOTION**: **Motion** by Jim Manning to approve a tire collection on Father's Day 2015.  
**Jim Manning then withdrew his motion. Motion failed.** It was the consensus of the board to potentially work on setting up a tire collection day in Almena Township. Bill will work with AJ Brucks on this and present more in the near future. AJ Brucks would be willing to write a grant for our township in regards to this.

There was also a brief discussion about establishing a potential site for a recycling center within the township at a later date.

There is a now free E-Waste recycling center located on W-Red Arrow at the Tapper building across from the Community Thrift Shop.

### **UNFINISHED BUSINESS**

1. Parking lot maintenance:  
**MOTION**: **Motion** by Mark Roman to approve payment of the parking lot repairs that were not previously budgeted for from department 902 – Provisions for Capital Improvements, **second** by Jim Manning. **Motion approved.**

### **OPEN PUBLIC COMMENT**

Deb Hurst, Finch St. questioned how tire collection would be publicized.

### **ADJOURNMENT**

**MOTION**: **Motion** by Jim Manning to adjourn the meeting, **second** by Jerry Lentz. **Motion approved.** The meeting adjourned at 8:25 p.m.

Approval date: Unapproved (draft)

### ALMENA TOWNSHIP

cc: Township Board (7)  
Planning Commission (8)  
ZBA (5)  
Attorney David Lewis