

**Winterfield Township Board Meeting
January 8, 2019
Minutes**

The meeting was called to order at 7:00 pm by Clerk Blackledge. The Pledge of Allegiance was recited by those present.

Members Present: Bonnie Blackledge, Clerk; Linda Peterson, Treasurer; Shelly Laughlin and Fred Prielipp, Trustees

Members Absent: Mark Hammar, Supervisor

Others Present: David Hoefling, County Commissioner; Bill Hoefling, Ed Miller and Carl Traynor.

Laughlin moved, Prielipp seconded for Blackledge to chair the meeting in the absence of the Supervisor. Ayes-4, Nays-0, Absent-1. Motion carried.

Review of Agenda: Motion by Laughlin, second by Prielipp, to accept the agenda as shown. Ayes-4, Nays-0, Absent-1. Motion carried.

Review Minutes November 13, 2018: Motion by Peterson, second by Prielipp, to approve the November 13 Meeting Minutes. Ayes-4, Nays-0, Absent-1. Motion carried.

Treasurer's Report: Peterson distributed copies of her report for January 8, 2019 and reviewed the current bank balances. The tax money is going into the savings and transfer station accounts. A deposit of \$53,948.85 was deposited into the savings account from two CDs that were cashed from Huntington. It was confusing since the account numbers were changed and she had no record of that. Laughlin suggested moving some funds to Chemical Bank. **Laughlin moved to accept the report, seconded by Prielipp. Ayes-4, Nays-0, Absent-1. Motion carried.**

Public Comment:

County Commissioner's Report, David Hoefling: Hoefling was recently elected as County Commissioner. He attended commissioners' school and was sworn in on December 21st. At his first meeting, three resolutions were passed thanking the retiring members, and presentations were made regarding the search for a forensic pathologist, the needle exchange program managed by the health department, and a needs assessment by Michelle Neff of MSU Extension. Clare County will pay the Probate Judge and Gladwin will reimburse fifty percent.

Zoning Officer's Report, Mike Clark: Clark is out of town so there was no report.

Treasurer's Report, Linda Peterson: There was not a December Board of Review meeting since there were no changes requested and there were no PREs. Taxes are rolling in at the normal pace. She is getting inquiries about the Qualified Forest and Commercial Forest programs. Postage goes up on January 27th, so she would like to stock up on stamps before then.

Planning Board Report, Shelly Laughlin: All Planning Commission members would like to stay on the commission. They are hopeful that the ambulance situation with Osceola County will change. Mileage went up to 58 cents a mile for 2019.

Clerk's Report, Bonnie Blackledge: Blackledge distributed copies of the recently adopted Marijuana Ordinance. She stated that some of the procedural deadlines were not met, and she believes we should check with legal council about what should be done. She has obtained a Tax-Exempt Card from Best Buy that can be used for Township purchases. She passed around a brochure for MTA classes and the Par Plan Newsletter.

Trustees' Report, Shelly Laughlin and Fred Prielipp: Prielipp attended a supervisors' meeting in Hammar's absence. The supervisors are working on a way to present local township issues to the legislature. Laughlin would like to take the Citizen Planner online class, but two "in person" classes are required that she is unable to attend. She will continue to explore this.

Supervisor's Report, Mark Hammar: (Blackledge has been communicating with Hammar about these items.)

Old Business:

1) Credit Card Policy-Update: Blackledge used the credit card to pay for the Enhanced Payroll renewal through QuickBooks. She included a voucher to show how purchases will be tracked.

2) Web Page Update: Blackledge included a copy of a new page on the Township Webpage called "Community Connections." The information there was sent to her from people in the community working with organizations that have information that may benefit our citizens. Laughlin suggested that Blackledge contact Clare County Transit to submit information.

New Business:

3) Road Commission Request: Blackledge received an invoice from the Clare County Road Commission for the Garfield Avenue Gravel project from Arnold Lake to Forest Road. They requested that the detail on this project be read at the Township meeting. The invoice was discussed.

4) Supervisor's Response to IT Invoice: Hammar sent an email to Jesse Bellinger regarding an invoice for Internet Service from MMNet. The email and invoice were included in the Board packet.

5) Kitchen Project Discussion: Hammar created a list of materials and services that would be needed in order to bid out the kitchen project that was included in the budget for this fiscal year. The Board reviewed the list and made several changes. Blackledge will type up the list as amended.

Laughlin moved to rewrite the kitchen project specification based on Board discussion and to put this out to bid. Second by Prielipp. Ayes-4, Nays-0, Absent-1. Motion carried.

6) Candidates for Board of Review, Planning Commission, Deputy Supervisor: Blackledge asked whether anyone had any nominations for these positions. No one had any. Blackledge will add the Board of Review dates to the Township calendar on the website.

14) Budget Report Discussion: Blackledge has been working on the conversion of the Annual Budget format from an Excel document to a QuickBooks report. In making the adjustments approved at the November meeting, Blackledge realized that the Excel version had some errors. She added the line items again, and came up with an amount that matched the QuickBooks version. She created a memo that explains this in more detail.

Peterson moved to accept the corrected version of the adopted 2018-19 General Fund budget. Laughlin seconded. Ayes-4, Nays-0, Absent-1. Motion carried.

Due to the budget report that was run after the checks were prepared for this Board meeting, some adjustments have to be made to the FY19 Budget. These are outlined in Blackledge's memo. Fund balance will be reduced by \$1100 to make these changes.

Peterson moved to amend the 2018-19 Budget in the following manner:

Elections – increase the budget \$300, bringing it from \$4600 to \$4900

Pension Expenses – increase by \$200, raising it from \$3,000 to \$3,200

Contingencies- restore this item to the original \$388.81 by adding \$600

Laughlin seconded. Ayes-4, Nays-0, Absent-1. Motion carried.

15) Review Township Expenditures: A discussion ensued because of the burials recently done in the cemetery that were shown on the ledger sheet. It was explained that the procedure is for the funeral home to send the check and the burial permit to the Clerk and then the sexton is paid. There may need to be a pay adjustment when burials are done in the winter because of extra work required on frozen ground. This should be discussed at budget time.

Laughlin moved to approve the General Fund checks 4828 through 4862 and the Transfer Station checks 1983 through 1989 as shown on the reports. Second by Prielipp. Ayes-4, Nays-0, Absent-1. Motion carried.

Public Comment: Carl Traynor asked how often the Tower drive should be plowed. Blackledge will check with Hammar. Traynor said that there were 4954 customers, 1870 yards of garbage, 358 yards in the large dumpster, 638 hours and \$5700 in wages for 2018. Things have slowed down in November and December.

Adjournment: Motion by Laughlin, second by Peterson, to adjourn the meeting at 8:37 pm. Ayes-4, Nays-0, Absent-1. Motion carried.

Respectfully submitted,

Bonnie Blackledge
Winterfield Township Clerk