

# SEVILLE TOWNSHIP

8143 W. Madison Road, P.O. Box 222

Elwell, MI 48832

[www.SevilleTownship.com](http://www.SevilleTownship.com)

## Board Meeting Minutes

**Date:** 12/13/2023

**Time:** 7:00 PM

**Location:** Seville Township Hall  
8143 W. Madison Road  
Elwell, MI 48832

**MEETING TYPE**     Regular     Special  
**MINUTES TYPE**     Proposed     Approved

### I. Call To Order

The meeting was called to order at 7:00 PM

### II. Pledge of Allegiance

### III. Roll Call

Board Member Attendance:

Patricia (Tish) Mallory	Supervisor	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Ashlee Gibson-Smith	Treasurer	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Ann Moomey	Clerk	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Doug Brecht	Trustee	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Michale Miller	Trustee	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Other Township Attendees:

Linda Kresnak [Excused]	Zoning Admin.	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Amy Densmore	Deputy Clerk	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Jim Mulder	Cemetery Mgr.	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

### IV. Approval of Agenda

**Action requested:** Motion to approve the **agenda** with the addition of an item under New Business: "GIS Meeting."

<b>Motion</b>	Mallory		
<b>Support</b>	Miller		
	<b>VOTE</b>	<b>AYES</b>	<b>NAYS</b>
		5	0

### VI. Public Comment.

Comments were provided and summarized as follows:

- **Bob Leiter.** Asked the Township Board to consider adopting a resolution to make the Township a "Second Amendment Sanctuary Township" and provided a copy of a resolution recently passed by Holton Township (Muskegon County).
- **Deb Parker.** Shared a document with Township Board members expressing concerns regarding the proposed Township Hall.

### VII. Approval of Minutes

**Action requested:** Motion to approve **11/08/2023 Board Minutes** as submitted.

<b>Motion</b>	Miller		
<b>Support</b>	Gibson-Smith		
	<b>VOTE</b>	<b>AYES</b>	<b>NAYS</b>
		5	0

**Action requested:** Motion to approve **11/30/2023 Board Minutes** as submitted.

<b>Motion</b>	Brecht		
<b>Support</b>	Gibson-Smith		
	<b>VOTE</b>	<b>AYES</b>	<b>NAYS</b>
		5	0

**VIII. Treasurer’s Report.** Gibson-Smith presented the **Treasurer’s Report**, dated 11/01/2023-11/30/2023. Balances in the funds were reported as follows:

General Fund	\$668,134.82
Trust and Agency	\$2,172.11
Tax Account	\$21,506.89
Fire/Rescue Millage	\$157,255.95
Library	\$293,350.94

**Action requested:** Motion to authorize \$100,000 to be moved from the Fire/Rescue Millage account to a higher paying, interest bearing account (CD, money market, etc.) for up to 90-days.

<b>Motion</b>	Mallory		
<b>Support</b>	Miller		
	<b>VOTE</b>	<b>AYES</b>	<b>NAYS</b>
		5	0

**Action requested:** Motion to approve **Treasurer’s Report** as presented.

<b>Motion</b>	Brecht		
<b>Support</b>	Miller		
	<b>VOTE</b>	<b>AYES</b>	<b>NAYS</b>
		5	0

**IX. Payable’s Report.** The Payable’s Report, dated 11/09/2023 – 12/12/2023, was reviewed.

**Action requested:** Motion to amend and approve the **Payable’s Report** to add an invoice in the amount of \$3,326.40 from Mulder’s Cemetery Services, LLC. The Total Payables Reports are as follows:

- Payables Report: General \$27,268.16
- Payables Report: Fire \$19,984.51

<b>Motion</b>	Gibson-Smith		
<b>Support</b>	Miller		
	<b>VOTE</b>	<b>AYES</b>	<b>NAYS</b>
		5	0

**X. Old Business**

a. **Land purchase from Apple Farms/Bids.** No update on the land purchase. Mallory shared that since the last Board meeting on 11/30/2023, Foundation System of Michigan (FSM) came to the Township Hall and did a walk-through with Mallory and M. Miller. Tony Miller, the Gratiot County Building Inspector, was also present. FSM does not do concrete work. Their review indicated that the Township would need a mason contractor to address the east wall issues. FSM’s quote included work to address the west wall (including earth anchors and bolts). To accomplish that, however, it would require the removal of both sets of outside stairways (by another contractor) before FSM could do the earth anchor work. Additionally, the non-operating water heater in the basement would need to be removed. The moisture level in the basement was tested and was reported at 68% (normal for this time of year is 38%). Because of the elevated moisture rate, FSM shared that the local health department would typically recommend the installation of a vapor barrier so that the unhealthy air is restricted from escaping the basement area. Also, the flex piping in the basement is not energy efficient and over 50% of heat loss is estimated to be occurring. If renovations were made, FSM recommended that traditional duct work be installed throughout. Given the other structural

work that would be required, Mallory contacted Hoffer Structural Lifting (based on a recommendation from Tony Miller). His written estimate has not yet been received. It is expected to detail recommendations: to lift the entire building so that steel beams could be placed underneath, replace the east wall with a new, poured concrete wall. An infestation of wood chucks was also identified. Finally, Tony Miller informed Mallory and M. Miller that the Hall is not up to current code in multiple areas including both bathrooms, both of the front doors, as well as the ramp.

**Action requested:** Motion to move forward with the building of a new Township Hall (without a fire barn) and to place on the Board’s January meeting agenda the review of any updated bids (including dirt work) and site plan information so that the Board is in a position to select a contractor.

**Additional Discussion.** Mallory agreed to contact the three (3) contractors to notify them of the Board’s January timeline and that the Board has determined the proposed building will only include the Township Hall and not include the fire barn so that they can adjust and submit revised bids for the Board’s review in January.

<b>Motion</b>	Miller		
<b>Support</b>	Gibson-Smith		
	<b>VOTE</b>	<b>AYES</b>	<b>NAYS</b>
		5	0

- b. **Cemetery Trees Removed.** Cemetery Manager, Jim Mulder, confirmed the cemetery trees were removed, as agreed, by Skywalkers.
- c. **Recap of Master Plan SWOT (Strength, Weaknesses, Opportunities, and Threats) Mtg on 12/07/2023 at GIRESD, Ithaca.** Mallory, Miller and Brecht shared feedback from their attendance at the recent meeting. Mallory noted that not all Townships within the county had representatives there. Next steps in the County’s Master Plan revisions will include a public meeting in January.
- d. **Township Board Rules of Procedure, regarding public comment.** No update.
- e. **Zoning Citations.** Mallory shared an update given the Township Zoning Administrator was not present at the meeting.
- f. **Library EIN.** Justine shared that she has been in contact with Shannon at Roslund Prestage & Company, PC and it appears that everything is on track to meet the 12/31/2023 deadline to establish an EIN for the Library.
- g. **BS & A Software Follow-up.** Gibson-Smith shared that she did not recommend that the Board pursue the BS&A financial software. She indicated it would be more beneficial for her, as the Treasurer, to have assistance from an accounting firm with Township/municipal experience that could assist with various year-end entries, etc. in preparation for the audits (i.e., adjusting entries from cash basis to accrual basis and other items required by Generally Accepted Accounting Principles). Gibson-Smith will reach out to Maner Costerisan, a CPA firm in Lansing that was recommended based on their municipal experience and obtain additional information on associated costs for services for the Board’s consideration at its January meeting.
- h. **Meeting with GC Prosecutor & MMDHD on condemned property.** Mallory shared that the County Health Department had suggested the joint meeting with the Prosecutor’s office regarding the condemned property issue was not necessary; Mallory disputed that and pushed to have the meeting. It is now scheduled for next month. Board members agreed the meeting was significant and necessary in order to stay on a path to get appropriate resolution on the long-standing property concern. Mallory also shared an update on other zoning



citations since Zoning Administrator Kresnak was absent from the meeting. Miller identified additional blight activity and concerns. Miller made a recommendation for the Planning Commission to review and revise the Township ordinance regarding the allowable age of mobile homes/campers that can be placed within the Township. Gibson-Smith indicated she would take the information to the next Planning Commission meeting.

**Action requested:** Motion requesting board members to review the Township’s Camper Ordinance and be prepared to discuss proposed changes to the hunting segment of the ordinance at the Board’s January meeting.

<b>Motion</b>	Miller		
<b>Support</b>	Brecht		
	<b>VOTE</b>	<b>AYES</b>	<b>NAYS</b>
		5	0

- i. **Reminder:** Township Spring Clean-up is May 4, 2024
- j. **Announcement:** The Township is seeking an additional Election Inspector. In this role, the individual must declare their party affiliation; the position that needs to be filled would be for a Republican party representative.

**XI. New Business.**

- a. **2024 Township Board Meeting Schedule.** Board discussed dates and times for 2024 meetings.

**Action requested:** Motion made to hold board meetings on the second Wednesday of each month starting at 6:30 p.m.; February budget work session will be held one day following regular board meeting (Thursday, 02/15/2024); March budget hearing will be held at 6:00 p.m. prior to the regular board meeting on the same day (03/13/2024).

<b>Motion</b>	Mallory		
<b>Support</b>	Miller		
	<b>VOTE</b>	<b>AYES</b>	<b>NAYS</b>
		5	0

- b. **Sumner Township Meeting re: fire hall.** Mallory will inform Sumner Township of the Township’s approved action to move forward at this time with a Township Hall that does not include a fire barn.
- c. **February Presidential Primar Prepaid Absentee Ballot Materials.** In preparation for the upcoming Presidential Primary Election in February, there is an option to utilize prepaid envelopes.

**Action requested:** Motion made to purchase the prepaid envelopes.

<b>Motion</b>	Mallory		
<b>Support</b>	Brecht		
	<b>VOTE</b>	<b>AYES</b>	<b>NAYS</b>
		5	0

- d. **Fiscal Account Updates due to Clerk/Deputy Clerk Changes.** Given the recent changes to both the Clerk and Deputy Clerk positions, action is necessary to remove the outgoing Clerk and Deputy Clerk and add the new individuals.

**Action requested:** Motion made to authorize appropriate changes on the Township’s fiscal accounts to remove outgoing Clerk Jennifer Balcom and add current Clerk, Ann

Land Credit Cards  
 Approved  
 01/10/2024

Moomey, as well as remove outgoing Deputy Clerk, Christine Smith, and add current Deputy Clerk, Amy Densmore. All other previously approved Township signatories remain unchanged.

**Additional Discussion.** Mallory reminded Gibson-Smith that the Township's GoTo Meeting account needed to be updated as there was an expired credit card on file.

<b>Motion</b>	Gibson-Smith		
<b>Support</b>	Miller		
<b>VOTE</b>	<b>AYES</b>	<b>NAYS</b>	
	5	0	

- e. **Gratiot GIS Authority Map Meeting.** Mallory shared an update on the State's GIS Fetch software. Previously this was updated every 5 years, the State is now doing it every 4 years. All Townships pay for its access annually on a per parcel rate. Information item only - no board action required at this time.
- XII. Zoning Administration.** Mallory noted that a complaint regarding an illegal marijuana grow on Rick Road has been reported to the State's Cannabis Regulatory Agency (CRA) for handling.
- XIII. Upcoming Meetings**
- a. The next Township Board meeting is: 01/10/2024 at 6:30 p.m.
  - b. The next Planning Commission meeting is: 02/13/2024 at 7:00 p.m.
  - c. The next Township Library Board meeting is: 01/16/2024.
- XIV. Public Comment**
- **Jackie Lanham.** Stated that the Amish do build commercial buildings and asked the Township Board if its concerns/complaints about the camper issues were related to the residents living in the camper or the garbage around the campers? She asked for clarification on what the Township Board was trying to accomplish. *[Board members responded that it was about the health and safety of living conditions and the removal of blight conditions from the Township. When residents take pride in their community, it generates positivity and encourages interest and support of the area which, in turn, improves the community].*
  - **Deb Parker.** Expressed that she felt the Township Board should still obtain additional bids and information on renovating the existing Township Hall. Her main concern was with regard to the proposed location of the new hall as it is in the southeast corner of the Township.
  - **Pam Bragiel.** Suggested that the Township Board revisit placing the new Township Hall at Elwell Park given that location has streetlights and parking on the side of the road. She is concerned about parking at the proposed site because there is limited space on the shoulder of the road. She suggested that the Elwell Park pickle ball court previously approved by the Township Board could be put at Lumberjack Park, and that the Township would benefit from the Hall placed at the Elwell Park since it already owns that property.
  - **Justine (from the Seville Township Library).** Shared the adjusted holiday hours for the library and highlighted various programs that will take place in the coming weeks.

**XV. Adjournment**

**Action requested:** Motion to adjourn.

<b>Motion</b>	Miller		
<b>Support</b>	Gibson-Smith		
	<b>VOTE</b>	<b>AYES</b>	<b>NAYS</b>
		5	0

**Minutes Certification:**

**PROPOSED** minutes respectfully submitted:

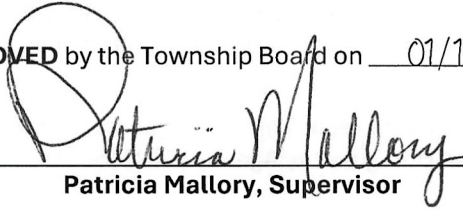


12/15/2023

\_\_\_\_\_  
**Amy Van Atten-Densmore, Deputy Clerk**

\_\_\_\_\_  
**Date**

**APPROVED** by the Township Board on 01/10/2024

  
\_\_\_\_\_  
**Patricia Mallory, Supervisor**

1/10/24  
\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**Ann Moomey, Clerk**

1/10/24  
\_\_\_\_\_  
**Date**

APPROVED