

SEVILLE TOWNSHIP

8143 W. Madison Road, P.O. Box 222
Elwell, MI 48832
www.SevilleTownship.com

Board Meeting Minutes

Date: 4/10/2024
Time: 6:30 PM
Location: Seville Township Hall
8143 W. Madison Road
Elwell, MI 48832

MEETING TYPE Regular Special
MINUTES TYPE Proposed Approved

I. Meeting Called to Order

The meeting was called to order at 6:32 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	Zoning Admin.	<input checked="" type="checkbox"/> Present	<input 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.

Motion	Miller		
Support	Brecht		
	VOTE	AYES	NAYS
		5	0

V. Public Comment. Comments were provided and summarized as follows:

- **Joseph Vozar.** Introduced himself and shared that he is running for Gratiot County Sherriff. He is currently employed as the Gratiot County Jail Administrator.
- **Justine (from the library).** Shared the various activities occurring at the library during the remainder of the month.
- **Heather (from Riverdale Tavern).** Shared that the date for the car show is set for 09/21/2024 – it will coincide with the celebration of Riverdale (150 years).

VI. Approval of Minutes from March 27, 2024, Special Board Meeting and Budget Hearing.

Action requested: Motion to approve the minutes.

Motion	Brecht		
Support	Miller		
	VOTE	AYES	NAYS
		5	0

VII. Treasurer’s Report.

Action requested: Motion to approve the **Treasurer’s Report** for the period of March 1 – March 31, 2024.

General Fund	
Checking	\$436,438.20
ARPA Funds	\$223,676.22
CD balances	<u>\$79,848.64</u>
Total General Fund	\$739,963.06
Trust & Agency	\$45.99
Tax Account	\$3,260.47
Fire Millage - Checking	\$133,164.13
Fire Millage – CD	\$100,000.00

Motion	Brecht		
Support	Miller		
		VOTE	
		AYES	NAYS
		5	0

Action requested: Motion to approve the **Budget Adjustments, as presented, for the year ending March 31, 2024. [See Attached Report]**

Motion	Mallory		
Support	Miller		
		VOTE	
		AYES	NAYS
		5	0

VIII. Accounts Payable.

Action requested: Motion to approve the **adjusted Payables Report for \$19,924.50** for the period of March 14 – April 9, 2024.

Motion	Miller		
Support	Brecht		
		VOTE	
		AYES	NAYS
		5	0

IX. Continued Business.

- a. **ARPA Funds Reporting Schedule. Gibson-Smith** to follow-up with the County. [No board action.]
- b. **Township Spring Clean-up** scheduled May 4, 2024, from 8am – Noon. **Mallory** shared the dates, and it was discussed that you do have to be a Seville Township resident to drop things off.
- c. **Board of Review. Mallory** reported that there was only one resident in attendance on the second day and roughly 8-9 residents that were present on the first day. Most were simply looking for clarification on their tax assessment statements.
- d. **Land purchase. Mallory** reported that documents are being prepared and/or are in process, including: split approval, the description of the easement for the drain [the easement will be drafted by the attorney]; the address has been requested and is being handled by the County; the builder is lining up materials for purchase; bond insurance (required by the State) is also in-process. It was discussed that this will be an added expense and will be needed before the Construction Contract can be finalized; Miss Dig has flagged the site; gas and internet are currently across Lincoln Road; another set of blueprints are being copied (to scale – the version that Kopy Korner did were not to scale). They are getting stamped prints for submission to the County, and title work is complete. [No board action].

- e. **Municipal Accountant/Auditor Follow-up. Gibson-Smith** reported that based on her discussion with Yeo&Yeo, they will not submit an audit engagement at this time. This is because the Township is not in a position to provide a financial statement compilation to them. The Board discussed its options.

Action requested: Motion was made to authorize **Gibson-Smith** to execute an accounting services contract with Maner Costerisan, execute an annual financial statement audit engagement with Boge, Wybenga & Bradley (for the fiscal year that ended March 31, 2024), and to move forward with BS&A software implementation.

Motion	Miller		
Support	Gibson-Smith		
	VOTE	AYES	NAYS
		5	0

- f. **MMDHD updates.** No update.
- g. **Fred Meijer Trail/Story Walk.** Justine from the library provided an update on this project. A vendor has been identified.
- h. **MTA Conference. Mallory** indicated that she may attend the conference for one day depending on availability and which sessions she opted to attend.
- i. **Zoning Citations.** The booklet has arrived – it was initially delivered (by mistake) to the County but has been picked up.
- j. **BS&A/Cloud.** Discussed above under Municipal Accountant/Auditor Follow-up.
- k. **Tree trimming in cemeteries.** The Township has received a bid from Skywalker Tree Service for trimming in the cemeteries.

Action requested: Motion was made to authorize **Skywalker Tree Service** to complete trimming and clean-up, as presented, totaling \$3,300 [Seville \$2,250, Sibley \$150, Riverdale \$700, and Brady \$200].

Motion	Mallory		
Support	Miller		
	VOTE	AYES	NAYS
		5	0

- l. **Library interior improvements.** No report.

X. New Business.

- a. **Drain Easement.** See previous discussion under Land Purchase above.
- b. **Drain location.** See previous discussion under land Purchase above.
- c. **Sexton Contract. Miller** shared that the Township had received an updated fee schedule for various services that are performed by Kenny Trucking & Excavating – these are pass through services related to cemetery/Sexton work.

Action requested: Motion to approve the updated schedule/contract from Kenny Trucking & Excavating.

Motion	Mallory		
Support	Miller		
	VOTE	AYES	NAYS
		5	0

- e. **Planning Commission meeting 4/9/24 – Miller** shared that the Planning PC, at its meeting on 04/09/2024, included a review of the County’s Master Plan. They also discussed following up with the organization Friends of Pine River to see if there are available grants that could fund one (or more) boat launches on the Pine River within the Township.

- f. **Updated RL Lott Builders Contract.** Mallory reported that the Township attorney had reviewed the proposed contract, made recommended edits which were provided back to RL Lott Builders and subsequently accepted. The only open item remaining, prior to being able to take action by the Board, is the issue of the state-mandated Performance Bond. The Board discussed that it would likely be necessary to schedule a special board meeting in the coming days so that the final Construction Contract could be reviewed and approved.

Action requested: Motion to table the Construction Contract pending additional work on the Performance Bond.

Motion	Miller		
Support	Mallory		
	VOTE	AYES	NAYS
		5	0

- g. **Elwell Streetlights.** Mallory reported that as of today the Elwell streetlights have been fixed.

- XI. **Zoning Administration.** Kresnak shared that MDOT was at Warner/M46 this week – appeared to be looking at the intersection likely related to the light that will be installed; reported that one property split had recently been done and that two more were pending. Inquired whether the County sheriff’s office would have a “time limit” on their availability to assist with citation issuance [follow-up by Vozar noted that while there isn’t a specific time limit, he did remind the Board that there are only 2 county cars on road patrol so availability, at times, could be limited.]

- XII. **Planning Commission Meeting Schedule.** Mallory announced the next 2 Planning Commission meetings are scheduled for 09/10/2024 and 11/12/2024. The time of the meetings has been changed by the Planning Commission and they will now begin at 6:30 p.m. [Note: The update has been made to the Township website].

XIII. **Public Comment.**

- **Bob Lombard (resident of Riverdale).** Noted that municipalities had received their revenue sharing related to marijuana dispensaries. Since the Township does not currently have any, they are missing out on \$59,000 (per dispensary) in revenues. Lombard recommended that the Planning Commission and Board revisit the ordinance and reconsider allowing dispensaries in the Township.
- **Dave Owens, Gratiot County Commissioner.** Mentioned that the County is currently completing a Wage Study regarding the wages paid to the County employees.
- **Justine (from the library).** Reiterated the current programs and events occurring at the library – including a survey that is available until 04/15/2024. [Note: a link to that survey has been added to the Township’s website on the HOME page].

- XIV. **Final Board Comments.** Mallory shared that the next meeting of the Township Board is scheduled for **May 8, 2024, at 6:30 p.m.** and reminded residents that the Board’s priority is transparency of all activities and encouraged residents to review the Township website: **sevilletownship.com** for all upcoming events, approved minutes, scheduled meetings, and ordinances.

XV. **Adjournment**

Action requested: Motion to adjourn at 7:50 PM.

Motion	Miller		
Support	Brecht		
	VOTE	AYES	NAYS
		5	0

Minutes Certification:

PROPOSED minutes respectfully submitted:

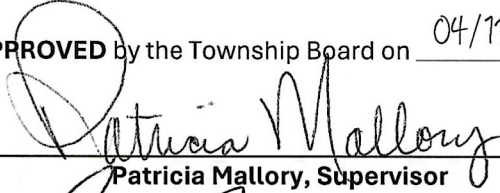


Amy Van Atten-Densmore, Deputy Clerk

04/10/2024

Date

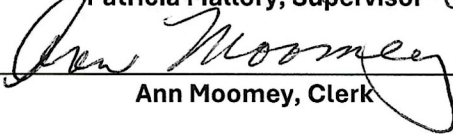
APPROVED by the Township Board on 04/13/2024



Patricia Mallory, Supervisor

4/13/24

Date



Ann Moomey, Clerk

4-13-24

Date

APPROVED

Budget Adjustments 4/12/2024

Description	Budget	Adjustment	Amended Amount
First Responder Fees	206345809	15000	2050
			17050
Clerk Office Supplies	101-215-727	1200	450
Clerk Printing & Publishing	101-215-900	500	-450
			1650
Treasurer Office Supplies	101-253-727	500	-175
Treasurer Postage	101-253-728	2200	175
			2375
Planning Commission Wages	101-701-704	2200	325
Zoning Mileage	101-702-956	250	15
Zoning Board Per Diem	101-702-704	450	-340
			2525
			265
			110
Election Office Supplies	101-262-727	50	390
Election Printing & Publishing	101-262-900	200	1480
Election Wages	101-262-702	3000	-1200
Election Equipment	101-262-960	900	-670
			440
Attorney Fees	101-101-803	13500	900
Education	101-101-804	1000	-900
			14400
			100
Utilities	101-265-920	5000	200
Phone Expense	101-265-850	1200	-200
			5200
Bld & Ground Misc	101-265-955	100	10000
Library Bldg	101-267-932	10000	-10000
			10100
			0
Hall and Ground Repairs	101-265-930	1500	7000
			8500
Clerk Postage	101-215-728	575	-400
Trustee Wages	101-101-702	6360	400
			175
			6760