

SEVILLE TOWNSHIP

7676 W. Lincoln Road, P.O. Box 222

Elwell, MI 48832

www.SevilleTownship.com

Board Meeting Minutes

Date: 12/11/2024

Time: 6:35 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: | | | |
| Amy Densmore | Deputy Clerk | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Linda Kresnak | Zoning Admin | <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 the Agenda.**

Action requested: Motion to approve the **agenda, as revised.**

| | | | |
|----------------|--------------|-------------|-------------|
| Motion | Miller | | |
| Support | Gibson-Smith | | |
| | VOTE | AYES | NAYS |
| | | 5 | 0 |

V. **Public Comment.**

a. **Allison Dunlap, representing the Seville Twp Library.** Shared various upcoming events.

VI. **Approval of Minutes from November 11, 2024, Regular Board Meeting.**

Action requested: Motion to approve the **Minutes.**

| | | | |
|----------------|-------------|-------------|-------------|
| Motion | Brecht | | |
| Support | Miller | | |
| | VOTE | AYES | NAYS |
| | | 5 | 0 |

VII. **Approval of Treasurer's Report November 1, 2024, to November 30, 2024.**

Action requested: Motion to approve the **Treasurer's Report, as presented.**

| | |
|----------------|--------------|
| General Fund | \$327,693.49 |
| Trust & Agency | \$46.12 |
| Tax | \$5,244.18 |
| Fire Millage | \$174,206.14 |

| | | | |
|----------------|-------------|-------------|-------------|
| Motion | Miller | | |
| Support | Brecht | | |
| | VOTE | AYES | NAYS |
| | | 5 | 0 |

1. **Additional Treasurer Report Items.** GIBSON-SMITH provided an overview of the Township

accounts. **Action requested: GIBSON-SMITH** recommended closing **Huntington Money Market Account and move the funds to GENERAL FUND.**

| | |
|----------------|--------------|
| Motion | Gibson-Smith |
| Support | Miller |
| | VOTE |
| | AYES |
| | NAYS |
| | 5 |
| | 0 |

2. **2024-2025 Budget Amendment. GIBSON-SMITH** provided an overview of the YTD budget (through December 2024); line items were discussed. **Action requested:** approve line item changes, as discussed and recommended, for adjustment to balance the budget. [SEE BUDGET AMENDMENT PAGE FOR SPECIFICS]

| | |
|----------------|--------------|
| Motion | Gibson-Smith |
| Support | Miller |
| | VOTE |
| | AYES |
| | NAYS |
| | 5 |
| | 0 |

- VIII. **Approval of Accounts Payable – General Ledger November 13, 2024, to December 11, 2024. Action requested:** Motion to approve the **Accounts Payable** report, as presented.

| | |
|----------------|--------------|
| Motion | Gibson-Smith |
| Support | Miller |
| | VOTE |
| | AYES |
| | NAYS |
| | 5 |
| | 0 |

- IX. **Continued Business**

- a. **Hall Progress Report. MALLORY** indicated that there will be a second coat on the cement flooring in the bathrooms and main hall. Other minor items were noted as finishing the close out of the old Township Hall building.
- b. **Eaves Troughing and Snow Guard. Action requested:** Motion to approve the up to \$1500 for eaves troughing and snow guard installation.

| | |
|----------------|--------------|
| Motion | Gibson-Smith |
| Support | Mallory |
| | VOTE |
| | AYES |
| | NAYS |
| | 5 |
| | 0 |

- c. **Free “.gov” domain. DENSMORE** indicated no update this month.
- d. **MDOT/Warner Speed Sign. MALLORY** noted the speed sign was removed on 12/07/2024, and indicated that they are still in discussion on what measures they are planning to install. They are indicating that the “flashing light” is “in design” and they are considering using painted lines.
- e. **Zoning: Wind, Solar and Battery Storage. MALLORY** shared that the Public Hearing is scheduled for 12/17/2024 at 6:00 p.m. followed by the Planning Commission.
- f. **Schedule of Fees.** The Board reviewed the current Schedule of Fees (last updated in 2023) and proposed some changes. **GIBSON-SMITH** is going to edit the document and provide it to the Board for review in January.
- g. **Elwell Park Pavillion Case (2023). MALLORY** shared details regarding what can (or cannot) be pursued for retribution from the individual. \$1,366 shortfall between what the Township paid versus what the Insurance reimbursed.

X. New Business

- a. **2025 Seville Township Board Meeting Schedule.** MALLORY provided a draft schedule of meetings (based on 2024 dates/times) for review. **Action requested:** Approve the 2025-Seville Township Board Meeting Schedule, as presented.

| <u>Date</u> | <u>Time</u> | <u>Location</u> | <u>Additional Information</u> |
|--------------|-------------|-----------------|-------------------------------|
| JAN 08, 2025 | 6:30 PM | Township Hall | Monthly Meeting |
| FEB 12, 2025 | 6:30 PM | Township Hall | Monthly Meeting |
| FEB 19, 2025 | 5:00 PM | Township Hall | Budget Work Session |
| MAR 12, 2025 | 6:00 PM | Township Hall | Budget Hearing |
| MAR 12, 2025 | 6:30 PM | Township Hall | Monthly Meeting |
| APR 09, 2025 | 6:30 PM | Township Hall | Monthly Meeting |
| MAY 07, 2025 | 6:30 PM | Township Hall | Monthly Meeting |
| JUN 11, 2025 | 6:30 PM | Township Hall | Monthly Meeting |
| JUL 09, 2025 | 6:30 PM | Township Hall | Monthly Meeting |
| AUG 13, 2025 | 6:30 PM | Township Hall | Monthly Meeting |
| SEP 10, 2025 | 6:30 PM | Township Hall | Monthly Meeting |
| OCT 08, 2025 | 6:30 PM | Township Hall | Monthly Meeting |
| NOV 12, 2025 | 6:30 PM | Township Hall | Monthly Meeting |
| DEC 10, 2025 | 6:30 PM | Township Hall | Monthly Meeting |

| | | | |
|----------------|-------------|-------------|-------------|
| Motion | Mallory | | |
| Support | Miller | | |
| | VOTE | AYES | NAYS |
| | | 5 | 0 |

- b. **Board of Review – New Appointment.** **Action requested:** The appointment of Elynn Minnick to the Board of Review.

| | | | |
|----------------|-------------|-------------|-------------|
| Motion | Miller | | |
| Support | Moomey | | |
| | VOTE | AYES | NAYS |
| | | 5 | 0 |

- c. **Board of Review – Reappointments.** **Action requested:** The reappointment of John Mallory and Linda Kresnak to the Board of Review.

| | | | |
|----------------|-------------|-------------|-------------|
| Motion | Miller | | |
| Support | Brecht | | |
| | VOTE | AYES | NAYS |
| | | 5 | 0 |

- d. **Designate New Township Hall.** **Action requested:** Designate the New Township Hall (address 7676 W Lincoln Road, Elwell, MI 48832) as the official Township Hall.

| | | | |
|----------------|-------------|-------------|-------------|
| Motion | Mallory | | |
| Support | Miller | | |
| | VOTE | AYES | NAYS |
| | | 5 | 0 |

- e. **Water Softener Bids.** Three (3) were circulated to the Board for review. **Action requested:** Tabled for further review until January.

| | | | |
|----------------|--------------|-------------|-------------|
| Motion | Gibson-Smith | | |
| Support | Moomey | | |
| | VOTE | AYES | NAYS |
| | | 5 | 0 |

- f. **Janitorial Bid. Mills Janitorial-Vestaburg.** Discussed paper towels/holders, toilet paper holders, soap, and sanitary napkin holders. **Action requested:** To purchase the items, as discussed.

| | | | |
|----------------|--------------|-------------|-------------|
| Motion | Mallory | | |
| Support | Gibson-Smith | | |
| | VOTE | AYES | NAYS |
| | | 5 | 0 |

- g. **Final Draw/Final Walk thru.** Final draw was cut, but the 3% hold back remains until the final punch list is completed.
- h. **Hall Rental Agreement.** Board discussed possible fees, and requirements. **Action requested:** Tabled while additional information will be obtained for January review.

| | | | |
|----------------|-------------|-------------|-------------|
| Motion | Moomey | | |
| Support | Miller | | |
| | VOTE | AYES | NAYS |
| | | 5 | 0 |

- i. **Winter Tax Payment. December 27th payments will be available at the Township Hall**
- j. **Adoption of Final Audited Financial Statements. Action requested:** The

| | | | |
|----------------|--------------|-------------|-------------|
| Motion | Gibson-Smith | | |
| Support | Brecht | | |
| | VOTE | AYES | NAYS |
| | | 5 | 0 |

- k. **Gravel in Elwell Park.** MALLORY noted that a load was taken there by Rob Lott
- l. **December Board of Review.** Two (2) residents attended.
- m. **Survey for Bridge Replacement.** Survey was completed – likely to happen in 2026 (on N. Lumberjack – by the Park).
- n. **Signs for the curves on Lumberjack.** Two (2) new signs requested from the Gratiot County Road Commission – they have been placed.

XI. **Zoning Administrator’s Report. Zoning Administrator’s Report.** KRESNAK provided an update – indicating that she spent multiple days in Riverdale (2 residents – both willing to work with the Township). Talked with the Health Department about a home on Mill Street. KRESNAK will also talk with County Building Inspector (Tony Miller). Looking into the removal of the motor home in Riverdale. Two citations that went to the court are in process. Additional follow-up on people in campers.

XII. **Public Hearing Reminder: December 17, 2024 at 6:00 p.m.**

XIII. **Planning Commission Meeting: December 17, 2024 (immediately following Public Hearing).**

XIV. **Public Comment.**

- a. **Pam Bragiel.** Asked if there was a final report on the cost of the hall. [MALLORY shared not yet – as there are still some final items to be completed).
- b. **Justine (from the Library).** Shared the events for this month at the Seville Twp. Library.

XV. **Final Board comments.**

XVI. **Next Seville Township Board meeting: 01/08/2025 at 6:30 p.m.**

XVII. **Adjournment.**

Action requested: Motion to adjourn at 9:06 PM

| | | | |
|----------------|-------------|-------------|-------------|
| Motion | Miller | | |
| Support | Brecht | | |
| | VOTE | AYES | NAYS |
| | | 5 | 0 |

Minutes Certification:

PROPOSED minutes respectfully submitted:

Amy Van Atten-Densmore

12/11/2024

Amy Van Atten-Densmore, Deputy Clerk

Date

01/08/2025

APPROVED by the Township Board on _____

Patricia Mallory
Patricia Mallory, Supervisor

1-8-2025

Date

Ann Moomey
Ann Moomey, Clerk

1-8-25

Date

APPROVED

| Budget Adjustments FY 2024 | | | | |
|-----------------------------------|-------------|---------------|-------------------|-----------------------|
| Description | | Budget | Adjustment | Amended Amount |
| Clerk Printing & Publishing | 101-215-900 | \$ 300.00 | \$ 100.00 | \$ 400.00 |
| Clerk Equipment Purchase | 101-215-960 | \$ 400.00 | \$ (300.00) | \$ 100.00 |
| Clerk Equipment Repairs | 101-215-930 | \$ 100.00 | \$ (100.00) | \$ - |
| Treasurer Office Software | 101-253-728 | \$ 9,100.00 | \$ 10,900.00 | \$ 20,000.00 |
| Treasurer Equipment | 101-253-960 | \$ - | \$ 1,400.00 | \$ 1,400.00 |
| Zoning Board Per Diem | 101-702-704 | \$ 450.00 | \$ 300.00 | \$ 750.00 |
| Zoning Printing & Publishing | 101-702-900 | \$ 500.00 | \$ (200.00) | \$ 300.00 |
| Zoning Office Supplies | 101-702-727 | \$ 50.00 | \$ 200.00 | \$ 250.00 |
| Election Equipment | 101-262-960 | \$ 900.00 | \$ 725.00 | \$ 1,625.00 |
| Election Wages | 101-262-702 | \$ 6,500.00 | \$ (3,360.00) | \$ 3,140.00 |
| Election Office Supplies | 101-262-727 | \$ 100.00 | \$ 250.00 | \$ 350.00 |
| Election Misc | 101-262-955 | \$ 100.00 | \$ 225.00 | \$ 325.00 |
| Election Printing & Publishing | 101-262-900 | \$ 3,500.00 | \$ (900.00) | \$ 2,600.00 |
| Drain At Large | 101-445-813 | \$ 15,000.00 | \$ 15,000.00 | \$ 30,000.00 |
| Waste & Refuse & Collection | 101-528-810 | \$ 3,000.00 | \$ 260.00 | \$ 3,260.00 |
| Mowing & Plowing | 101-265-808 | \$ 26,000.00 | \$ (1,000.00) | \$ 25,000.00 |
| Insurance & Liability | 101-265-834 | \$ 8,000.00 | \$ 1,275.00 | \$ 9,275.00 |
| Building & Grounds Misc | 101-265-955 | \$ 100.00 | \$ 1,000.00 | \$ 1,100.00 |
| Blg Repairs Elwell Park | 101-267-930 | \$ 800.00 | \$ (800.00) | \$ - |
| Repairs Ball Diamond | 101-267-931 | \$ 800.00 | \$ (800.00) | \$ - |
| Library Building | 101-267-932 | \$ 10,000.00 | \$ 2,503.00 | \$ 12,503.00 |
| Accounting Fees | 101-101-805 | \$ 10,000.00 | \$ (1,633.00) | \$ 8,367.00 |
| Audit | 101-101-802 | \$ 5,000.00 | \$ 2,800.00 | \$ 7,800.00 |
| Membership Dues | 101-101-957 | \$ 3,100.00 | \$ 55.00 | \$ 3,155.00 |
| Education | 101-101-804 | \$ 1,000.00 | \$ (600.00) | \$ 400.00 |