

# SAUBLE TOWNSHIP BOARD

## MEETING MINUTES **DRAFT**

### FEBRUARY 14, 2022

**CALL TO ORDER:** 6:00 pm

**ROLL CALL:** Mary Ann Nugent-present, Gail Raad – present, Beth Acker-present, Hamid Mir-present, Tracy Baker-present.

**Agenda Revisions:** None

**MINUTES:** Acker motion to approve the January 10, 2022, meeting minutes with a second by Baker. All in favor. Motion carried.

#### **Board Reports:**

- **Supervisor:**

- State Representative, Scott VanSingel, will be at Elk Township on 2/25/22 at 11 am.
- Road Millage Renewal on August 2, 2022, ballot

- **Clerk:**

- Michigan State Police investigating allegation of 3<sup>rd</sup> party having access to voting equipment
  - Township tabulator had maintenance in the fall of 2021 performed by Election Source
  - Township tabulator is locked up and clerk/deputy clerk only have keys to access the room
- Will request Road Renewal ballot language from township attorney

Nugent motion to approve bills and payroll with a second from Baker. All in favor. Motion carried.

- **Treasurer:**

- Baker inquired about the CD's and how they can be used.
  - CD's established years ago and will be used for emergencies.

Raad motion to approve January 2022 treasurer's report with a second from Nugent. All in favor. Motion carried.

Baker motion to approve February 2022 treasurer's report with a second from Nugent. All in favor. Motion carried.

- **Trustees:** No comments.

**Public Comment:** Bob Woolever asked who manufactured the tabulator. Raad responded it is Dominion.

#### **Dignitary Reports:**

**Gary Nugent, Chairman for the Fire Board:** 3 medical & 0 fire in Sauble. YTD was 30, last year was 14.

**Gary Nugent, SEE Joint Building Authority:** Garage doors are in. Ribbon cutting is June 1, 2022.

**Don Arquette, County Commissioner:** Gave his report.

**Richard Martin, Lake County Sheriff Department:** Grant funding will enable an ORV park to be built which will be used for training. First Amendment Auditors visited the Sheriff's department and can visit any municipality. Sheriff Martin will be at Brooks Corner on 2/22/22 from 8 – 10 am to answer questions/concerns. Explorer program now has 12 members.

**Bill Rodgers, Land Use Administrator's Report:**

- Rodgers not present.
- Court hearing on Clem citation scheduled for March 8, 2022 at 11 am. Nugent will attend with township attorney.

**COMMISSION/BOARD REPORTS:**

**Planning and Zoning:**

- Jim Sharp reported that Planning Commission will meet once a month.
- Planning Commission has reviewed the zoning ordinance and sent to Kurt Schindler for revisions.
  - Township board needs to review and make any revisions. Address the zoning ordinance at the April meeting.
  - Zoning ordinance will not be printed until board accepts. Will then be sent to township attorney.
  - Lake County Planning Commission approved Sauble Township's Master Plan.

**Zoning Board of Appeals:** Received Don Turnwall's resignation. Need a member.

**Board of Review:**

- Appeals meetings are 3/14/22 from noon to 6 pm, 3/15/22 from 2-5 pm and 6-9 pm.
- Meetings will be posted in the Lake County Star with other townships dates and times.
- **Resolution 01-2022 Authorization to Allow Local Residents to Protest in Writing to Board of Review**
  - Acker motion to adopt resolution 01-2022 with a second from Baker. Roll call vote: Nugent, yes; Raad, yes; Acker, yes; Mir, yes; Baker, yes. All in favor motion carried.
- **RESOLUTION 02-2022 ESTABLISHING POVERTY GUIDELINES FOR EXEMPTION FROM PROPERTY TAX CONTRIBUTIONS**
  - Acker motion to adopt resolution 02-2022 with a second from Baker. Roll call vote: Nugent, yes; Raad, yes; Acker, yes; Mir, yes; Baker, yes. All in favor. Motion carried.

**Unfinished Business:**

- **Road Project:**
  - Road Millage is to be used for roads. Spent \$30,000 on the Utter Bridge.
  - Township received two estimates from the Lake County Road Commission for 4" and 6" of gravel.
    - LCRC's unbiased recommendation of what roads should be improved.
    - Mac Road 5 mile to 6 mile and 6 Mile Road from Mac Road to Sauble Lake Dr.
    - Township cannot afford the 6" of gravel.
  - Acker motion to improve Mac Road 5 mile to 6 mile using 4" of gravel with cost not to exceed \$47,000 with a second from Baker. Roll call vote: Nugent, yes; Raad, yes; Acker, yes; Mir, yes; Baker, yes. All in favor. Motion carried. Nugent will contact Leroy Williams of LCRC.

- **ARPA Funds:**
  - Can be used for most expenses; cannot be used for pensions, volunteer pay, etc.
  - Two immediate necessities.
    - Peterson Well and Brooks Security
      - Township does not have its own water tank; tank is enclosed in the Fire Barn.
        - When fire station is vacated, township cannot afford to heat.
        - LCRC interested in purchasing for the “right price.”
        - Sheriff’s Marine Division interested in purchasing for the “right price.”
      - Security mandated by MI Bureau of Elections
      - Nugent has received proposal from Peterson Well and will contact Brooks Security for proposal
  - Other uses of ARPA funds: Insulation/Siding, roof, laptops, carpet, copier.

**New Business:**

- **Baird, Cotter & Bishop Review:**
  - Treasurer questions were answered. Safeguard for treasurer going forward. Reviewed from April 1, 2021, to December 31, 2021.
- **KCI Tax Mailing Costs:**
  - Prior approval has been given
  - Current quote is \$1134.98 with a deduction of \$225 if newsletter is printed on back of tax bill.
  - Contract must be signed, and postage needs to be paid weeks prior to tax bills being mailed.
- **GovPay/AllPaid:**
  - No cost to township. Costs to residents will be 2.65% for credit card or online payment. \$2.95 cost for Epay.
  - AllPaid will provide credit card machine. Only treasurer/deputy treasurer to have access.
  - Reports can be sent daily.
  - Acker will talk to other townships.
  - Table until April meeting then will decide if contract can be signed.
- **Payment to SEEJBA due February 18, 2022:**
  - Nugent and Acker will attend meeting.
  - Jack Puff will provide more information to townships.
- **Late Property Tax Penalty:**
  - Acker stated most townships collect penalties for delinquent summer taxes.
  - Majority of taxes are paid timely.
  - 1% per month for delinquent summer taxes and 3% added after February 14<sup>th</sup> . Will be printed on tax bills.
  - Resolution will be presented at the April township board meeting.
- **Appointment to SEEJBA:**
  - Gary Nugent’s appointment expires March 16, 2022. He has agreed to serve another term.
  - Raad motion to appoint Gary Nugent to the SEEJBA effective March 17, 2022, for a four-year term with a second from Acker. All in favor. Motion carried.

- **SEE Fire Board vacancy for alternate member.**
  - Acker motion to appoint Robert Woolever to the SEE Fire Board as an alternate member effective February 14, 2022, with a second from Nugent. All in favor. Motion carried.
  
- **Contract of Sublease Resolution:**
  - Board to review the agreement and resolution will be presented at the March meeting.
  - Agreement is between SEEJBA and the three townships, Sauble, Elk and Eden.
  
- **Budget Meeting(s) schedule:**
  - 1<sup>st</sup> special meeting (budget workshop) will be held on March 3, 2022, from 1-4 pm.

**Public Comment:**

- Paul Raad stated the motion to approve the road project did not include 6 Mile Road from Mac Road to Sauble Lake Dr.

**Board Privilege:** Baker thanked Acker for the excellent job she is doing as treasurer.

**Adjournment:** Moved by Raad, second by Baker. Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Gail Raad, Sauble Township Clerk