

# SAUBLE TOWNSHIP BOARD

## MEETING MINUTES

### JUNE 14, 2021

**CALL TO ORDER:** 7:00 pm

**ROLL CALL:** Mary Ann Nugent-present, Gail Raad – present, Abbey Sisson-present, Tracy Baker-present, Monica Blankenship-absent.

**Agenda Revisions:** Add SEEJBA continuing financial disclosure fee of \$750. Cost of zoning ordinance at \$200+. Moved by Nugent with second by Raad to add the above two revisions.

**MINUTES:** Moved by Sisson to approve May 10, 2021 minutes, second by Baker. All in favor. Motion carried. Moved by Sisson to approve June 3, 2021 special meeting minutes, second by Baker. All in favor. Motion carried.

#### **Board Reports:**

##### **Supervisor:**

- Rep. Scott VanSingel townhall meeting on June 14, 2021 at Elk Township.
- Playground mulch installed
- Community Garden – plots have been assigned
- Parking Lot Seal Coating – Brian’s Seal Coating will apply either this week or next week
- Recognition Letters

##### **•k:**

- Real ID – In order to fly commercially individuals will have to present a driver’s license that shows a star or their passport. May 3, 2023 is the deadline.
- MTA Principles of Governance – board members to sign
- Baird, Cotter & Bishop – audit cost of \$6500
- Nugent motion to approve bills & payroll with a second from Sisson. All in favor, motion carried.

##### **Treasurer:**

- Sunday meeting with County treasurer & County assessor
- Motion by Raad to deposit \$11,300 into a CD at Lake Osceola State Bank. Sisson will contact Lori Braginton of LOSB for best rate. Second by Baker. Roll call vote: Nugent, yes; Raad, yes; Sisson, yes; Baker, yes. Motion carried.
- Raad motion to approve treasurer’s report with a second from Nugent. Motion carried.

**Public Comment:** None

**Gary Nugent, SEE Fire Board:** Sauble had 1 medical & 1 fire. May YTD fire runs is 94.

**Gary Nugent, SEE Joint Building Authority:** Building is on schedule

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

**Lake County Sheriff Department:** None

**Lake County Road Commission:** None

## **LAND USE ADMINISTRATOR'S REPORT:**

- Tom Snow gave report as Rodgers absent. 2 permits issued
- Board has questions; however, will be asked at July meeting

## **COMMISSION/BOARD REPORTS:**

### **Planning and Zoning:**

- Sharp stated that draft of zoning ordinance is 360 pages.
- Master Plan letter (1) had to be remailed on 6/14/21 due to incorrect address.

**Zoning Board of Appeals:** Still need 2 members.

**Board of Review:** July 20, 2021, from 1-4 P.M.

### **Unfinished Business:**

- BBLB Lakes SAD 1<sup>st</sup> hearing date will be Saturday, June 19 at 9 A.M. Board member attendance is mandatory.
- Ball field bleachers will be repaired. Volunteers should contact Gary Nugent. Cost will come from Public Improvement fund.

### **New Business:**

### **Zoning Board of Appeals Appointments:**

- Motion by Nugent with a second from Sisson to appoint Pat Boik & Jamie Fellingner to the ZBA. Roll call vote: Nugent, yes; Raad, yes; Sisson, yes; Baker, yes. Motion carried.

### **Assessing:**

- Special Meeting held on June 3, 2021 with three board members present. Decision to recommend the hiring of Greg Barnett as Sauble Township's new assessor effective July 1, 2021. Motion by Nugent with a second from Baker to hire Greg Barnett as Sauble Township Assessor. Roll call vote: Nugent, yes; Raad, yes; Sisson, yes; Baker, yes. Motion carried.
  - Four campgrounds and Trailer Park are listed as vacant land

### **Baird Cotter & Bishop Audit:**

- The following are findings/issues that must be corrected
  - Budgeting should have a cushion built in to cover expenses. Township budgets accounts as to what is needed as township does not have an excess of funds. Budget adjustments have been made in March due to the shortage of funds.
  - State Chart of Accounts are to be done by 2022. Auditor has revised current chart of accounts to meet the State requirements.
  - Timely Deposits – was also an issue in 2019 audit. Treasurer will check once a week if deposits are to be made.
  - Bank Reconciliation Review – trustees have been reviewing clerk & treasurer accounts. Clerk is also reviewing treasurer accounts. Treasurer will start reviewing clerk's general account reconciliation. Treasurer not reviewing clerk's account was also an issue in 2019 audit.
  - Internal Controls over Information Technology – township should evaluate its response to potential risks. The township does not have an IT department so is limited in what its response should be. Have Norton installed on laptops. The State & Software Vendor have put in place many safeguards insuring elections are not compromised.

**Sauble Township Endowment Fund Statement:**

- Fund should total \$10,000. Any Sauble Resident can contribute.

**New Playground Equipment purchase:**

- Grasshopper was damaged. Raad has contacted Miracle Playground Equipment for a quote on Buzzy the Bee.
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**Outside Water Hydrant:**

- Nugent presented Peterson's Well Drilling Quote: Raad made motion to hire Peterson's Well Drilling at a cost not to exceed \$404. Second by Baker. Roll call vote: Nugent, yes; Raad, yes; Sisson, yes; Baker, yes. Motion carried.

**Basketball Court Backboards & Line Painting:**

- Baker has discretionary funds from the Gerber Foundation which will be used to purchase backboards. Lily Hansenback's boyfriend will paint the lines.

**SEEJBA Continuing Financial Disclosure Fee:**

- Raad made motion to hire Baker Tilly(municipal bond advisors) at a yearly cost of \$750 to file report to the State. Cost will be included in the L-4029 Fire Station Bond Millage Request that includes bond, interest and principal & other bond related expenses. Second by Nugent. Roll call vote: Nugent, yes; Raad, yes; Sisson, yes; Baker, yes. Motion carried. Nugent will respond to Jack Puff.

**Zoning Ordinance Cost:**

- Schindler recommended Jack Pine to copy the draft at a cost of .10/page. Grand total is 360 pages.
- Copies will be done in house. Planning Commission & Nugent will make copies.
- Planning Commission members & board members will receive copies.

**Public Comment:** None

**Board Privilege:** None

**Adjournment:** Raad motion to adjourn at 8:33 P.M. with second from Nugent.

Respectfully submitted,



Gail Raad  
Sauble Township Clerk