

BRILEY TOWNSHIP
MINUTES OF FEBRUARY 17, 2014

PRESENT: Michael Wurtsmith, Supervisor; Anna Rogers, Clerk; Bonnie Valentine-Flynn, Treasurer; Bruno Wojcik, Trustee; John Zollars, Trustee

GUESTS: Mary Jo Whitmire, Gordon Green, Yvonne Swager, Susan Reed, Barry Braun, Ken Werner, Mary Dugas, Jody VanOppen, Vicki Etheridge

I. Call to order, Pledge of Allegiance: Meeting called to order at 6:00 p.m., Pledge of Allegiance recited.

II. Roll Call: Five members present, quorum established.

III. Approval of Agenda: **Motion to accept** agenda as presented by Anna Rogers, **second by** Bruno Wojcik. **Motion carried, 5-0.**

IV. Consent Agenda: The minutes of 01/20/14 were approved as presented **upon motion of** Bonnie Valentine-Flynn, **second by** Bruno Wojcik. **Motion carried, 5-0.** The Special Minutes of 01/15/14 were approved with revisions to replace “determined with proposed” under second paragraph, replace “extra added duties with summer tax collection pay” in fifth paragraph by **motion of** Bruno Wojcik, **second by** John Zollars. **Motion carried, 5-0.** The 02/13/14 Special Minutes were approved as presented by **motion of** Anna Rogers, **second by** John Zollars. **Motion carried, 5-0.**

Various correspondences was reviewed and disseminated to various committees, employees or board members for follow up.

V. Finance Report:

A. Treasurer Financial Report of 01/31/14: Treasurer Valentine-Flynn provided the board with the financial report of 01/31/14. **Motion by** Bruno Wojcik to accept the Financial Report as presented, **second by** John Zollars. **Motion carried, 5-0.**

B. Accounts Payable: A.P. in the amount of \$20,767.16 was presented by Clerk Rogers for the period of 01/21-02/17/14. **Motion by** Bonnie Valentine-Flynn, **second by** John Zollars to approve Accounts Payable in the amount of \$20,767.16. Roll call: Yes: Valentine-Flynn, Wurtsmith, Wojcik, Rogers, Zollars. **Motion carried, 5-0.** Clerk Rogers also presented the monthly Income Statements for board review.

VI. Public Comments: Susan Reed provided an update to the Board on the progress of the ice skating rink. The rink is being heavily used with many volunteers assisting. Discussion on donations and how to handle when more than one function is being held at one time. Donations will not be co-mingled and Susan will bring funds to office where they will be receipted in under Parks and Recreation, “ice skating donations”. The Board thanked Susan and the many volunteers for their efforts.

Treasurer Valentine-Flynn exited the meeting at 6:45 p.m.

Mary Jo Whitmire, Atlanta Tourism Bureau, informed the Board that three meetings have been hosted regarding possible EDC funds that are available for façade improvements for the downtown businesses with architectural renderings to be completed. The township will need to be the applicant and NEMCOG the administrator of the grants.

VII. Employee/Community Reports:

- A. Public Works: Employees not present due to water freeze up issues.
- B. Zoning Administrator/Enforcement Officer Report: Barry Braun stated that it is a slow time of year for zoning and enforcement. He is recommending a blanket zoning permit for Briley Township park improvements with the fee to be waived. Board took under advisement.
- C. Montmorency County Road Commission: Ken Werner, nothing to report at this time.
- D. Montmorency County Sheriff Department: Not present.
- E. Tri-Twp. E.M.S.: Jody VanOppen reported that there were 23-911 calls, unit 206 remount is complete, sensitivity training was conducted, there were no issues with the Sno Drift Rally, State inspection conducted with no issues, AMR disaster audit—passed.
- F. Planning Commission: Bylaws amendments were presented by the Planning Commission and reviewed. Discussion on number of members and protocol if the Board decided to increase from five to seven or nine members, research to be conducted. Tabled.

Minutes for 02/10/14, Clerk Rogers pointed out that the motion and second to hire Vicki Etheridge as secretary at \$50.00 per meeting could not be acted upon per current Bylaws, Vicki is not a member of the Planning Commission.

VIII. Old Business:

- A. Health Insurance Contract: The Small Group Reimbursement Policy paperwork was received from agent Lappan Agency for signature. **Motion by** Anna Rogers, **second by** John Zollars to authorize Supervisor Wurtsmith to execute the Small Group Reimbursement Policy documents. **Motion carried, 4-0.**
- B. Montmorency County Equalization Request: Discussion on the STC involving Montmorency County, Delta Oil and various townships, including Briley Township. It is unknown what potential costs there might be to defend the case and if the township wishes to pursue on their own through our assessor, through legal representation or through the county equalization director. Supervisor to conduct more research and report back to the Board at the next special budget workshop meeting.
- C. Cemetery Transfer Clarification/Budget Adjustment: Tabled to special budget meeting.
- D. Treasurer Software/E-mail: In order to complete the transition, recommendation made by Jim Young to replace Windows Live Mail to Outlook, requiring purchase of Office 2013 Home and Business at cost of \$270. **Motion by** John Zollars, **second by** Bruno Wojcik to authorize purchase of Office 2013 Home and Business and installation not to exceed \$270.00. **Motion carried, 4-0.**

IX. New Business:

- A. Wellhead Protection Program: Communication received regarding requirement for establishment of program and timelines. Referred to Planning Commission.
- B. Audit Request for Proposal Language/Structure: Research with MTA indicates that an RFP is not required, advertising and/or letters of interest can be implemented to identify a firm for this service. **Motion by** John Zollars, **second by** Bruno Wojcik to authorize Clerk Rogers to publish in the Tribune, Gaylord Herald Times and Alpena News, in addition to letters of interest to CPA firms advising of the audit requirement. **Motion carried, 4-0.**
- C. Social Host Awareness Month Proclamation: Now, therefore be it resolved, we, Briley Township Board, of the county of Montmorency, do hereby proclaim that April 2014 is Social Host Awareness Month. We also call upon all parents, citizens, homeowners and property owners to host gatherings responsibly and take measures to eliminate access of alcohol to persons under the age of 21. **Motion by** Bruno Wojcik **second by** Anna Rogers, to proclaim April as Social Host Awareness Month. **Motion carried, 4-0. (Copy attached to minutes).**

X. Public Comments: Mary Jo Whitmire thanked the Board for taking action on the above Proclamation.

XI. Board Reports:

- A. Supervisor: Nothing at this time.
- B. Clerk Rogers: Nothing at this time.
- C. Treasurer Valentine-Flynn: Not present.
- D. Trustee Zollars: Nothing at this time.
- E. Trustee Wojcik: Nothing at this time.

XII. Adjournment: Meeting adjourned at 7:30 p.m.

Minutes compiled by,

Anna M. Rogers
Briley Township Clerk