

BRILEY TOWNSHIP
MINUTES OF APRIL 21, 2014

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

GUESTS: Eric Weigandt, Gordon Green, Yvonne Swager, Jason Grainger, Pat Snover, Mary Freeman, Betty Whitmire, Nancy Kaiser, Dale LaClair, Ken Werner

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 with addition of Audit RFP under XIII-E, Davis Field under IX-F and Computer Updates under IX-E by Bonnie Valentine-Flynn, **second by** Bruno Wojcik. **Motion carried, 5-0.**

IV. Consent Agenda: The regular minutes of 03/17/14 and special minutes for 03/13/14, 03/24/14 (3 sets) and 03/26/14 were approved as presented **upon motion of** Anna Rogers, **second by** Bonnie Valentine-Flynn. **Motion carried, 5-0.** Various correspondences were reviewed, no action taken.

V. Finance Report:

A. Treasurer Financial Report of 03/31/14: Treasurer Valentine-Flynn provided the board with the financial report of 03/31/14 and the quarterly investment report.

Public Works: (Moved up from VII-A), Eric Weigandt informed the Board that the District Engineer was on-site and there is service required within the water system that is estimated between \$5,600 and \$12,000 that should be good for 8-10 years. The last repairs were completed in 2004. **Motion by** Bonnie Valentine-Flynn to proceed with water repairs, **second by** Bruno Wojcik. **Roll call:** Yes: John Zollars, Bruno Wojcik, Bonnie Valentine-Flynn, Mike Wurtsmith, Anna Rogers. **Motion carried, 5-0.**

Board authorized Eric to proceed with lawn tractor purchase as was budgeted and authorized within the 2014/2015 budget.

Employment Actions: (Moved up from IX-C), Anna Rogers advised the board that applications are being received for the park attendant position as well as receptionist and cleaning staff. Board would like the park attendant to begin May 9 and Personnel Committee consisting of Anna Rogers and Bonnie Valentine-Flynn authorized to interview and hire, then present to the Board at the May 19th meeting. **Motion by** Bruno Wojcik, **second by** John Zollars to authorize the above employment actions as stated. **Motion carried, 5-0.**

Davis Park: (Moved up from X-F), John Zollars would like to have the concession stand/restrooms inspected for repairs and possible roof leaks. Referred to maintenance staff.

Treasurer Report continued: Treasurer Valentine-Flynn informed the Board that she would like to close out the Cemetery bank accounts and consolidate into the General Fund. **Motion by** Bonnie Valentine-Flynn, **second by** Bruno Wojcik to close out all Cemetery bank accounts and deposit into the General Fund. Discussion on the required actions of the Board to be in compliance with accounting protocols: 1) Creation of accounts within the General Fund for Cemetery tracking, 2) Amend the 2014/2015 budget reflective of the changes. These two items will be on the May agenda. **Roll call: Yes:** Bruno Wojcik, Bonnie Valentine-Flynn, Mike Wurtsmith, Anna Rogers, Bruno Wojcik. **Motion carried, 5-0.**

B. Accounts Payable: A.P. in the amount of \$17,940.12 was presented by Clerk Rogers for the period of 03/17-04/21/14. **Motion by** Bonnie Valentine-Flynn, **second by** John Zollars to approve Accounts Payable in the amount of \$17,940.12. **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: Betty Whitmire request board meeting date changes due to conflict with the Atlanta School Board meetings. **Motion by** Bonnie Valentine-Flynn, **second by** Anna Rogers to change the Briley Township Board Meeting dates to the second Monday of each month at 6:00 p.m. effective May 12, 2014. **Motion carried, 5-0.**

Nancy Kaiser presented a written statement on topics of recycling, Historical District, Blight Officer job description, Zoning Administrator attendance of PC meetings, staffing, board accomplishments, board salaries, Lake 15 Campground.

VII. Employee/Community Reports:

A. Public Works: Discussed earlier in the meeting.

B. Montmorency County Road Commission: Ken Werner was questioned on the correspondence from the Road Commission stating they will not be assisting with the road brining costs in 2014 due to budget restrictions. Supervisor Wurtsmith requested that their board review other areas for cost reductions due to safety concerns.

Clerk Rogers presented the board with the updated information on the cost of the program. Cost has increased from \$0.111 to \$0.114 per gallon. For one mile, one way at 1500 gallons total cost is \$217.50 and for two passes at 3000 gallons total of \$435.00. **Motion by** Bonnie Valentine-Flynn, **second by** Bruno Wojcik to continue the road brining policy with Briley Township paying ½ of cost and brine recipient paying the other ½. **Motion carried, 5-0.**

Additional discussion on the safety hazards on the ORV trail connections to downtown Atlanta via Twin Lake/Nickerson Valley/Hungry 5 Roads. **Motion by** Bonnie Valentine-Flynn, **second by** Bruno Wojcik for Briley Township to brine the ORV trail connection routes to downtown Atlanta at 100% of cost. **Roll call: Yes:** Zollars, Wojcik, Valentine-Flynn, Wurtsmith, Rogers. **Motion carried, 5-0.**

C. Montmorency County Sheriff Department: Not present.

- D. Tri-Twp. E.M.S.: Jason Granger informed the board that a mock disaster will be held on May 9 at the school. CEU credits totaling 87 were provided to employees and they are working on becoming a licensed training center. CPR training is available to the public.
- E. Planning Commission: Gordon Green informed the Board of MAP training for the five members at cost of \$35.00 each. He has completed his classes and will be taking the exam for certification. There are two potential Zoning Ordinance revisions.
- F. Tri Township Fire Department Budget: (Moved up on agenda), Dale LaClair presented a revised budget to the board for consideration that was necessitated by incorrect tax revenue information provided by the Montmorency County Equalization Department and expenditures to be carried forward from 2013 for the fire hall construction. **Motion by Bonnie Valentine-Flynn, second by Anna Rogers** to approve the Tri Township Fire Department budget adjustments as presented. **Motion carried, 5-0.**

Short recess from 8:00 – 8:11 p.m.

VIII. Old Business:

- A. Staff Wages: Clerk Rogers advised the Board that official action on the proposed 10% increase to the three employees that was budgeted needs to be acted upon. Due to the delay in adopting the budget on March 31, 2014 employees did not receive the increase in a timely manner and she is recommending that the pay be retroactive to April 1, 2014. **Motion by Anna Rogers, second by John Zollars** to approve the 10% increase to Eric Weigandt, Harley Englehart and Stephanie Dice retroactive to April 1, 2014. **Roll call:** Ayes: Wojcik, Wurtsmith, Rogers, Zollars. Nays: Valentine-Flynn. **Motion carried, 4-1.**
- B. Planning Commission Appointment: Clerk Rogers presented information to the Board that was requested on expansion of the Planning Commission membership from five to seven. Per MTA, this can be accomplished by amendment of the Ordinance and By-Laws by the Board and does not require a petition, referendum or election to do so. Supervisor Wurtsmith took this under advisement, no action taken.
- C. Recreation, Pettenger Road Property: Trustee Zollars provided an overview of the issue of the road access. Previous board referred to attorney for review with options provided: 1) Prescriptive easement—limited to width of vehicle, is expensive and difficult to obtain. 2) Purchase. 3) Highway by user defense. Township would bear cost. 4) Construction of an access road, approximate cost of \$30,000 East of Reynolds Road. John pointed out that with the recreation property easement available we now have property access. **Motion by Bonnie Valentine-Flynn, second by Bruno Wojcik** to conduct a feasibility study for driveway construction to the recreation property via Pettenger Road. Ken Werner offered to do the study at no cost to the township. **Motion carried, 5-0.**
- D. Delta Oil Update: Supervisor Wurtsmith reported that an April 23 meeting with the townships has been requested by the County. Tentative legal costs projected at \$100,000.
- E. Bi-Annual Audit: Clerk Rogers advertised for audit proposals and completion of the F65 form in three newspapers and submitted 24 Request for Proposal letters to various CPA firms in the area. Four documents were returned to Supervisor and opened at the meeting. Boldrey does not conduct governmental audits. Johnson and Schultz--\$4110.00 plus hourly rates between \$50 and

\$125. Miller and Cook--\$4000.00 plus hourly rates of \$50.00 and \$105.00. Yeo & Yeo--\$8300.00 plus hourly rate of \$116 and \$130. **Motion by Anna Rogers, second by John Zollars** to award the Bi-Annual Audit to Miller and Cook in the amount of \$4000.00 and hourly additional rates as required at \$50 to \$115.00 per hour. **Roll call:** Ayes: Wojcik, Wurtsmith, Rogers, Zollars. Nays: Valentine-Flynn. **Motion carried, 4-1.**

IX. New Business:

- A. Tri-Township Fire Department Budget: Discussed earlier in the meeting.
- B. Road Brining: Discussed earlier in the meeting.
- C. Employment Actions: Discussed earlier in the meeting.
- D. Community Clean-Up Day: Clerk Rogers reported that the annual community clean-up day has been scheduled for Saturday, May 17 from 9-12 at the Chamber of Commerce. Trash pickup, plantings, lawn care and other projects are planned. In addition, fundraising will be held via a bake sale and bottle drive. **Motion by Bonnie Valentine-Flynn, second by Anna Rogers** to authorize Clerk to arrange for a six yard dumpster the day of the event to be placed at the Chamber parking lot with costs billed to the township. **Motion carried, 5-0.**
- E. Computer Updates: There has been some concern with two of the township computers that operate on the Windows XP program and potential security issues. Proposal by Jim Young to replace the Supervisor and Water Department computers at the cost of \$2130.00 that includes installation. No action taken, Anna to research the issue prior to submitting a recommendation.
- F. Davis Park: Discussion took place earlier in the meeting.

X. Public Comments: Mary Freeman requested permission to use the park pavilion during the Elk Festival to host a teen dance. Mary was encouraged to contact the Chamber of Commerce with the request since they handle the scheduling during that time. Anna will contact the Chamber as well with the request.

XI. Board Reports:

- A. Supervisor: Nothing at this time.
- B. Clerk Rogers: Nothing at this time.
- C. Trustee Zollars: Discussions are on-going for the possible elimination of local Board of Reviews in addition to Tribunal issues directed through the court system.
- D. Treasurer Valentine-Flynn: Nothing at this time.
- E. Trustee Wojcik: Nothing at this time.

XII. Adjournment: Meeting adjourned at 9:21 p.m.

Minutes compiled by,

Anna M. Rogers
Briley Township Clerk