

**BRILEY TOWNSHIP**  
**MINUTES OF JULY 21, 2014**

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

**GUESTS:** Eric Weigandt, Barry Braun, Jody VanOppen, Chuck Whitmire, Jr., Susan Reed, Deputy Jeff Schaible, Chad Brown, Cody Stevens, Jason Armock, Darcie Brown, Jodie Reeves, Carol Duroche, Charles Smith, Robert Lucas, Ken Sheppard, Jay Streiff, Angie Weaver, Charlie Whitt, Dennis Villeneau, Chuck Whitmire, Gordon Green, Heidi Culham, Gail Kent, Nichole Beauregard, Phil LaMore

- 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: Addition of Airport Audit under VI-A, move Davis Ballfield to VII-A and add Sheriff to VII-H. **Motion to accept** revised agenda by Bonnie Valentine-Flynn, **second by** Bruno Wojcik. **Motion carried, 5-0.**
- IV. Consent Agenda: The regular minutes of 06/09, special minutes for 06/30 & 07/15/14, and Election Commission of 07/08/14 were presented. Revision to 06/09/14 under VI, second paragraph to replace “commit \$250.00 for a \$10,000” to “match 25% of the”. Special 06/30/14 minutes, replace “Denis Kline” with “Denise Cline”. Minutes for 06/09, 06/30, 07/08 & 07/15/14 were approved with revisions **upon motion of** Bonnie Valentine-Flynn, **second by** Bruno Wojcik. **Motion carried, 5-0.** Various communications were reviewed.
- V. Finance Report:
  - A. Treasurer Financial Report of 06/30/14: Treasurer Valentine-Flynn presented the financial report of 06/30/14 and Quarterly Investment Report for 04/01 – 06/30/14. **Motion by** Bruno Wojcik, **second by** John Zollars to accept the Financial Report of 06/30/14 and quarterly investment reports as presented. **Motion carried, 5-0.**
  - B. Accounts Payable: A.P. in the amount of \$27,160.24 was presented by Clerk Rogers for the period of 06/10-07/21/14. **Motion by** John Zollars, **second by** Bruno Wojcik to approve Accounts Payable in the amount of \$27,160.24. **Roll call: Yes:** Zollars, Wojcik, Valentine-Flynn, Wurtsmith, Rogers. **Motion carried, 5-0.** Clerk Rogers also presented the monthly Income Statements for board review.
- VI. Public Comments: Jay Streiff—ORV traffic on Nickerson Valley Road, excessive speed and questioned authorization and installation of signs. Deputy Schaible was requested to monitor the situation. Request made for additional brining per previous board approval.

Davis Ballfield: Chad Brown approached the Board with a request to build a third ballfield at that location. The Citizens of Atlanta Area Little League project a cost of \$9,000 with funds raised through donations and fundraising. The project would be fully funded and constructed by a general contractor and maintenance would remain within the township. Request also made for permission to sell advertising signs for placement on the fence. **Motion by** Bonnie Valentine-Flynn, **second by** Bruno Wojcik to support the new ballfield construction and signage with funds from the Citizens of Atlanta Area Little League, and construction by a general contractor to be named by CAALL, when funding has been secured. **Roll call: Wojcik, Valentine-Flynn, Wurtsmith, Rogers, Zollars. Motion carried, 5-0.**

VII. Employee/Community Reports:

- A. Public Works: Eric Weigandt requested permission to purchase winter salt at expense of \$390.00, line striper purchase—approved. The well house generator plumbing has been completed; we are waiting on the meter installation for the conversion. Raymer will be starting the well repairs in early August. Discussion on use of herbicides in the park with Board directing that no more to be applied and reseeded of the grassed areas to be done in the fall.
- B. Montmorency County Road Commission: Not present.
- C. Tri Township EMS: Jody VanOppen reported that revisions have been made to billing practices and refusals will no longer be charged.
- D. Tri-Township Fire: The audit for period ending 12/31/13 was presented from Robertson & Carpenter. **Motion by** Bonnie Valentine-Flynn, **second by** Anna Rogers to accept the Tri Township Fire Department audit ending 12/31/13 as presented. **Motion carried, 5-0.**
- E. Zoning/Blight: Barry Braun reported that five permits, three applications and two blight complaints have been handled. The recent zoning issue involving possible change of use has been resolved with no further action required.
- F. Planning Commission: Gordon Green informed the Board that the Zoning Ordinance update public hearing did not occur due to legal notice requirements. A new notice will be required before the hearing can be held with Gordon providing information to the Clerk.
- G. Montmorency County Sheriff: Deputy Schaible reaffirmed monitoring of the ORV route via Nickerson Valley Road. Issue of Crooked Lake and “no wake” complaints with residents asked to call to make complaints.
- H. Parks and Recreation: Susan Reed indicated that there is confusion on the dates with the Board reaffirming that the committee meets the Thursday before the Briley Township Board Meeting. Issue of settling of mulch at new playground equipment and potential safety issues brought forth. **Motion by** Bonnie Valentine-Flynn,

**second by** Anna Rogers to contract with Superior Play for additional purchase, delivery and spreading of mulch at a cost not to exceed \$2000.00, with funds from the Park Millage Fund. **Roll call: Wurtsmith, Rogers, Zollars, Wojcik, Valentine-Flynn. Motion carried, 5-0.**

Park assessment was conducted by members for potential safety hazards and park improvements with the following noted: 1) Picnic table, bench and two grills to be relocated and installed from well house to park, 2) Drinking fountain—fill placed at base, 3) Back of pavilion, soil and seeding due to washout, 4) Pine trees west of playground with exposed roots, top soil placement, 5) Bike rack, locate and reinstall, 6) Goose droppings, Mike to order spray to deter geese in the park, 7) Basketball court, curb hazard with recommendation to purchase materials to repair with volunteers performing work, 8) Stumps, need to be ground out, 9) Tree guidelines need to be replaced, 10) Security lights not working, contact PIE&G for repairs, 11) Jungle gym, tree branches need to be trimmed that are overhanging, 12) PA system to be relocated from former chamber building to maintenance room in pavilion for ice skating, 13) Fireplace cap installation, 14) Installation of light outside pavilion entrance, 15) Better signage, possible lit “welcome” or “open” sign, 16) Flag needs to be lit, 17) Additional plywood on pavilion floor for skaters, 18) Plumbing in pavilion is exterior, requiring winterization. Possible changes to prevent freezing, 19) Ice resurfacers available at \$380 with Atlanta Tourism Council seeking grant funds for purchase, 20) Windows in pavilion garage doors, 21) Rink improvements—installation of liner and boards at the east end of the pavilion for use as volleyball and ice skating, 22) Resume Bluegrass in the Park for 2015, 23) Wednesday night music at adjoining property is available, 24) Kayak event on the water (township to request information on additional cost or liability), 25) Oktoberfest with pumpkin decorating, sales of pumpkins and caramel apples for the four Saturdays in October, 26) Movie night in the park, no charge for movie but sales of food and drinks, 27) Equipment, what is available and where is it stored?

Board will review the list and determine what items can be addressed immediately and others that require additional research. With the addition of the part-time park attendant and part-time maintenance person, items can be assigned.

Public Comment: Roger Steele, representing the Montmorency County Fair Board, requested that the zoning permit fees be waived for construction of the buildings on that property. **Motion by** Bruno Wojcik, **second by** Bonnie Valentine-Flynn, that the fees be waived if the township is allowed to do so legally. (Wurtsmith to research). **Motion carried, 5-0.**

VIII. New Business:

- A. Montmorency County Tax Sale 2014: As a follow up to earlier meeting reviewing property, issues were brought forth regarding potential liability on the part of Briley Township if soil contamination was identified. **Motion by** Bonnie Valentine-Flynn, **second by** Bruno Wojcik to authorize Treasurer to sign the First Right of Refusal and return to the County Treasurer. **Motion carried, 5-0.**
- B. Park Rental Refunds: Clerk reported that the 2014/2015 budget does not include funds for the refund of park rent fees and requested authorization to create the account in the amount of \$250.00. **Motion by** Anna Rogers, **second by** Bonnie Valentine-Flynn to authorize Clerk to amend the General Fund budget expenses in the amount of \$250.00 for park rental refunds. **Roll call: Zollars, Wojcik, Valentine-Flynn, Wurtsmith, Rogers. Motion carried, 5-0.**

Recess called at 7:55 p.m., reconvened at 8:10 p.m.

- C. Office Cleaning: Resignation received and replacement needed, currently two hours per week. **Motion by** John Zollars, **second by** Anna Rogers to have Experience Works employee provide this service at no cost to the township. **Motion carried, 5-0.**
- D. Airport Board Resignation/Appointment: Bruno Wojcik submitted letter of resignation with Supervisor Wurtsmith recommending John Zollars for that appointment. **Motion made by** Bonnie Valentine-Flynn, **second by** Bruno Wojcik to appoint John Zollars to the Airport Board. **Motion carried, 5-0.**
- E. Airport Audit: The audit for period ending 12/31/13 was presented from Robertson & Carpenter. **Motion by** Bruno Wojcik, **second by** John Zollars to accept the Atlanta Municipal Airport audit ending 12/31/13 as presented. **Motion carried, 5-0.**

IX. Old Business:

- A. Façade Improvement Project: This project is via a MEDC grant application with a 25% match amount and administration by township. Discussion on staff with potential part-time office holding this duty. **Motion by** Anna Rogers, **second by** Bonnie Valentine-Flynn to support the MEDC grant application for five projects at a cost of \$500 each, with the township reimbursing \$250 per application, after property owners pay the full cost and upon submission of appropriate reimbursement documentation. **Roll call: Valentine-Flynn, Wurtsmith, Rogers, Zollars—yes; Wojcik—abstain. Motion carried, 4-1.**
- B. Audit Update: Supervisor Wurtsmith has been in contact with Jeff Cook of Miller and Cook on audit. Mr. Cook is willing to re-engage and will provide a list of items to be provided to him. Supervisor, Clerk and Treasurer to be present for the completion.
- C. Strategic Plan: The Comprehensive Plan is being reviewed with completion at Chapter six and Strategic Plan incorporated into that document. Potential USDA funds available for planning with Supervisor Wurtsmith making inquiries.

- D. USDA Sewer Engineering Grant: Township has received word that funding in the amount of \$29,000 has been awarded with at \$878 township match requirement for this purpose. **Motion by Bonnie Valentine-Flynn, second by Bruno Wojcik** to accept the terms and conditions of the USDA grant with a \$878 financial commitment by the township, authorizing Treasurer to setup a separate account for this purpose at a financial institution as “Community Development Fund” in the amount of \$29,878. **Roll call: Zollars, Wojcik, Valentine-Flynn, Wurtsmith, Rogers. Motion carried, 5-0.**
- E. Playground Equipment: Inquiries from the community continue to be made on the slow progress of the completion of this project that is dependent upon successful grant funding. The Parks and Recreation Committee were requested to work with the local paper to provide an article on this topic.
- F. Recreation Grant Applications: Trustee Wojcik informed the board that he and Klaus Heinert presented to the committee and are awaiting their decision.
- X. Board Reports:
- A. Supervisor: Board of Review will be held in July for Errors and Omissions.
- B. Clerk: Election Inspector training has been completed by eight individuals. The training is required every two years to serve on an election board. Upcoming August 5, 2014 Primary Election has low absent voter applications being submitted.
- C. Treasurer: Nothing at this time.
- D. Trustee Zollars: Nothing at this time.
- E. Trustee Wojcik: Nothing at this time.
- XII. Adjournment: Meeting adjourned at 8:59 p.m.

Minutes compiled by,

Anna M. Rogers  
Briley Township Clerk