



GREENWOOD TOWNSHIP REGULAR MEETING

MINUTES

10.14.19

7:00 PM



Call to Order

Pledge of Allegiance

Members Present: Tom Deater, Sandra Gustman, Ron Stroven, Stacey Budde, Cora Conley

- 1) Approved Agenda as amended. Motion by Stroven **I/F 5-0.**
- 2) Approved Minutes as presented from the following meetings:
 - a) 9.09.19 7:00 PM - Regular Board Meeting: Motion by Stroven **I/F 5-0.**
 - b) 9.24.19 5:30 PM - Special Meeting - Policy & Procedure Review/Update workshop: Motion by Stroven **I/F 5-0.**
 - c) 9.24.19 7:00 PM - Special Meeting - ORV Public Hearing: Motion by Stroven **I/F 5-0.**
 - d) 10.7.19 2:00 PM – Special Meeting - Zoning Ordinance Review/Update workshop: Motion by Stroven **I/F 5-0.**
- 3) Approved Treasurer's reports of 8/31/2019 & 9/30/19 respectively: Motion by Deater **I/F 5-0**
 - a) Fund Balance = \$277,084.85 August \$278,469.25 September
 - b) Restricted Balance = 17,268.22 August 17,269.00 September
 - c) Balance Avail for Twp. Operations \$259,816.63 August \$261,200.25 September
 - d) Gustman advised of the following outstanding checks: Mark Johnson (deceased) April not cashed and Rose-Novak #13416 \$56.00 not cashed. Deater will check with Rose and Novak on how each check should be handled. Gustman will stop payment on the checks.
 - e) Gustman noted the restricted funds she reported includes METRO monies which the township can use for road repairs, while the Folkema restricted amount is cash on deposit in lieu of a bond and is indeed fully restricted. Gustman advised the township has spent in excess of the METRO fund balance for use in road brining and offered a motion that she now clear her related METRO book balance. **I/F 5-0**
 - f) Gustman stated the auditor recommended, based on state law, that the bank statement period go through the last day of the month. She will check with the Bank to see if this change can be made.
- 4) Public Comment: (Please limit comments to three minutes)
 - a) Jim Schreiber thanked the Board for their work on ORV ordinance.
- 5) Committee Reports:
 - a. Fire board meetings of 9/11 & 9/17 - Ron Stroven presented the minutes from both meetings.
 - b. Planning Commission meeting of 10/1/19 - Ron Stroven presented the minutes.
 - c. Library board meeting of 9/17/19 – Jamie Holcomb presented the minutes.
- 6) Correspondence / Communication Inquiries received by the Board:
 - a) OCRC – Minutes of 10/9 meeting
 - b) Zoning Administrator Mansfield letter to Redman on junk violation
 - c) Oceana Circuit Court – Chvala Hearing Notice of November 4, 2019
 - d) Depart. of Environment, Great Lakes & Energy letter to Louis Vasicek on Preapplication Meeting/Permit

GREENWOOD TOWNSHIP REGULAR MEETING
MINUTES 10.14.19 7:00 PM

Page 2

- 7) Old Business:
- a) Tree trimming and tree removal status - Deater:
 - i) Township Hall – Alpine is doing the work and had an equipment breakdown. Will be rescheduled.
 - ii) Taylor Bridge - \$450.00 quote from Quality Trees. Motion by Conley to accept and award. **I/F 5-0**
 - b) Acker Lake project– Deater:
 - i) Mayo excavating/lot improvements quote request is still pending.
 - c) ORV Ordinance – Deater:
 - i) Public Hearing outcome of 9/24/19: 2 people attended the public hearing, and both were in support of allowing ORVs on Township roads.
 - ii) Email from Karen Middleton/Huron-Manistee National Forest (HMNF) expressing interest and advising HMNF is considering opening roads for OHV use, and requesting outcome of our public hearing.
 - iii) Board Consideration – A motion was offered by Deater, supported by Conley adopting ORV Ordinance #2019-002. Resolution #2019-013 by **Roll Call vote: 5 yes 0 no**. Deater declared the Ordinance adopted.
 - d) M120 (Maple Island)/Roosevelt Corner – line of sight improvements update: Stroven & Ohrling advised that Folkema received approval from MDOT to make the improvements. The County must approve yet as well. Property owner is fully responsible for any costs.
 - e) Financial Audit & Qualifying Statement: Conley advised the audit was completed and the qualifying statement filed on behalf of the Township. A copy of the report was provided to each Board member which indicates no material weaknesses or significant deficiencies were found. Gustman advised the auditor found the township was due funds for PPT reimbursement from the State. Gustman has been trying, without success, to reach a State Dept person who can assist with the distributing those funds to the Township. She will continue to pursue.
 - f) Audit of Minimum assessing Requirements (AMAR) - Michigan Dept of Treas. report of 9/19/19 – Deater advised that deficiencies were sited, and that the assessor is working on the required corrective action plan due to the State by 10/28/19. Conley will follow up with the assessor for a progress report.
 - g) Roads: The board had an open discussion related to road maintenance in the Township:
 - i) Budde advised she called the Road Commission and spoke with Sandy inquiring about using 2019 matching funds and to get an understanding about how the process to use the money works. Budde emphasized she wants to see our Greenwood Board improve the planning process as it relates to road repairs and using matching funds. She suggested perhaps the Board should consider putting a road maintenance millage in front of the voters.
 - ii) Conley reported she also called the Road Commission to (1) discuss status of commitments made in Dec 2018 (reference 12/10/18 minutes); inquire about potential to use 2019 matching funds yet this year (3)get an understanding of the Road Commission’s budget and planning cycle and how the township’s “wish list” factors in to decisions related to road repairs. Conley spoke with Susan Merten who committed to reviewing and providing a response. The response is still pending.
 - iii) The Board overall agreed that getting a clear understanding of the Road Commission’s budget/planning cycle and improving the townships budget and planning process, in sync with the Road Commissions, was imperative for 2020.

**GREENWOOD TOWNSHIP REGULAR MEETING
MINUTES 10.14.19 7:00 PM**

Page 3

- 8) New Business
- a) Consumers Energy Company Electric Franchise Ordinance 2019-003 (current contract expires 3/1/20)
Motion by Deater to adopt Ordinance 2019-003, supported by Conley **Roll Call vote: 5 yes 0 no.**
 - b) Snowplowing Contract – 2019/2020 Season: Proposal from Ricks Trucking & Excavating – Motion by Deater to accept the proposal and award the contract. **I/F 5-0**
 - c) Taylor Bridge driveway repair quotes presented by Deater: Motion by Conley to accept and award Anson's Property Management: Quote 10031 for \$710.00 **I/F 5-0**
 - d) Budget Amendment: 101-000 Township Board – increase by \$3000.00 to \$13,000.00 total to absorb cost of special meetings related to policy review/update and zoning review/update. Motion by Conley **I/F 5-0**
 - e) Fremont Computer backup service \$10 per computer/month: Motion by Conley to have backup service performed on the following computers: Clerk laptop, Treasurer laptop and desktop, General office desktop. **I/F 5-0** Conley also agreed to find out if encryption virus protection is part of the service currently being provided by Fremont Computer.
 - f) OCRC – Third Annual Road Reception Invite: November 7, 5:30 – 8:30 PM. Conley will attend.
- 9) Board discussion/comment:
- a) Computer virus safeguards – Conley offered a reminder to exercise caution with email by ensuring sender's email address is legitimate, and by verifying links and attachments are legitimate before responding, clicking on or opening.
 - b) Junk Complaint process – Conley asked to review the reporting process as it relates to requiring a resident to sign a complaint. This topic is tabled until next month.
 - c) Zoning permit process review & forms update: Ohrling stated the Planning Commission is moving forward with this project.
 - d) Zoning Ordinance workshop - next meeting: 11/04 at 10:00 a.m.
 - e) Policy & Procedure workshop - next meeting: 10/23 at 8:30 a.m.
 - f) Newsletter –information for the newsletter must be given to Gustman by the end of the month.
- 10) Bills & Payroll: Review / Authorization to pay as amended to include the following payments dated 10/16/19:
Motion by Deater **I/F 5-0**
- a) Check # 13546 ACE 1 - Porta Potty Services 7/1 – 11/1: \$280
 - b) Check # 13547 Rose & Novak - legal fees: 375.77
 - c) Check #13548 Republic Services – dump days: \$2,332.46

Meeting ended at 9:30 p.m.

APPROVED

Lora Conley