

# Edwards Township

3601 Wickes Rd., West Branch, MI 48661  
989-345-1321

## Minutes

Monday, April 9, 2018 7:30 p.m.

[Call to Order] Pledge of Allegiance led by Supervisor Ron Taylor.

[Attendance] Supervisor Ron Taylor, Clerk Dennis Stephens, Treasurer Eileen Fournier, Trustee Dave Ross, Trustee Brent Illig

[Additions/Deletions to Agenda]

Add discussion on spending policy.

Motion: Approve Agenda as amended

Made by: Brent Support: Eileen

Motion carried by voice vote with unanimous consent.

[Reports]

County Commissioner Craig Scott:

Report covered the recent audit of the county as well as budgetary issues.

[Treasurer's Report]

1. Treasurer balanced to the penny again with the county in the recent tax season.

[Clerk's Comment] This is a remarkable feat when one considers that there are thousands of transactions in small amounts that comprise a typical tax collection year. I receive electronic copies of every deposit and every tax disbursement processed. A surprising number of payments received do not match with the amount due on the tax bill. A condition called Over/Under results, which means that the expected amount generated by a report in the Tax Program does not equal the exact amount in receipts. The receipts could be higher or lower than the amount due. Every one of those exceptions must be tracked, and that is no easy task.

2. Financial Report – Eileen presented the usual precise summary of the fiscal health of the Township.  
Motion: Approve Made by: Brent Support: Dave  
Motion carried by voice vote with unanimous consent.

[Minutes]

- Minutes of February 12, 2018 Regular meeting
  - Minutes of February 19, 2018 Budget Workshop
  - Minutes of March 12, 2018 Regular meeting
- Motion: Approve all three sets of minutes  
Made by: Brent Support By: Eileen  
Motion carried by voice vote with unanimous consent.

[Monthly]

1. Hall Deposit Returns - None

2. Check Register

Motion: Pay Bills with Checks 4811 to 4841 except 4835 to FSB as presented on the Check Register.

Made by: Brent Support: Dave

Motion carried by voice vote with unanimous consent.

[Presentation]

WB Public Library regarding the 2018 millage vote  
The library did not send a representative as expected.

[Public Comment 1]

Louis Winter asked about emails to attorneys.

[Appointments 1]

Planning Commission – two openings to fill

1. Supervisor Ron Taylor presented Randy Rau to the board for approval.

Motion to appoint:

Made by: Ron Support By: Brent

Roll Call to appoint Randy Rau

Supervisor	Ron Taylor	Y
Clerk	Dennis A. Stephens	Y
Treasurer	Eileen S. Fournier	Y
Trustee	David K. Ross	Y
Trustee	Brent D. Illig	Y

2. Supervisor Ron Taylor presented Roger Gove to the board for approval.

Motion to appoint:

Made by: Ron Support By: Dave

Roll Call to appoint Roger Gove

Supervisor	Ron Taylor	Y
Clerk	Dennis A. Stephens	Y
Treasurer	Eileen S. Fournier	N
Trustee	David K. Ross	Y
Trustee	Brent D. Illig	N

[Budget Adjustment]

FY2017 Wrap-up

1. Department 330 Liquor Enforcement + \$425 spread across multiple ledger numbers
2. 101-851-965.000 Work Comp + \$206

Motion to approve Made by: Brent Support by: Eileen

Roll Call for Budget Adjustment

Supervisor	Ron Taylor	Y
Clerk	Dennis A. Stephens	Y
Treasurer	Eileen S. Fournier	Y
Trustee	David K. Ross	Y
Trustee	Brent D. Illig	Y

[Business]

1. 2018 Brine Agreement, Road Commission

Motion: Purchase 3 applications with discount, continuous application.

Made by: Brent Support By: Eileen

Roll Call to accept Brine Agreement

Supervisor	Ron Taylor	Y
Clerk	Dennis A. Stephens	Y
Treasurer	Eileen S. Fournier	Y
Trustee	David K. Ross	Y
Trustee	Brent D. Illig	Y

2. Horizon Landscaping, 2018 Contract

Motion: Services to be performed as needed.

Made by: Brent Support By: Dave

Roll Call - Horizon Landscaping

Supervisor	Ron Taylor	Y
Clerk	Dennis A. Stephens	Y
Treasurer	Eileen S. Fournier	Y
Trustee	David K. Ross	Y
Trustee	Brent D. Illig	Y

3. Flag-at-hall - deleted

4. Phone Cost - Zoning Administrator

Motion: Pay monthly allowance of \$20 phone reimbursement for new Zoning Administrator.

Made by: Ron Support By: Dennis

Roll Call - Phone Reimbursement for ZA

Supervisor	Ron Taylor	Y
Clerk	Dennis A. Stephens	Y
Treasurer	Eileen S. Fournier	Y
Trustee	David K. Ross	Y
Trustee	Brent D. Illig	N

5. New BS&A Tax Receipt Software for Treasurer coming in FY2019, ~\$4,000

Discussion held. No motion made.

6. Website for the Township

Phusion Digital service from Petosky. \$1,200 to \$2,000 to build, depending upon options.

Monthly service fee thereafter. \$600 deposit down payment.

Motion: Approve contract with Phusion Digital

Made by: Dennis Support By: Eileen

Roll Call - Phusion Digital

Supervisor	Ron Taylor	Y
Clerk	Dennis A. Stephens	Y
Treasurer	Eileen S. Fournier	Y
Trustee	David K. Ross	N
Trustee	Brent D. Illig	Y

7. Deputy Clerk

Motion:

1. Change Role from Stand-In to Assistant {See Attachments for General Definition}
2. Change Pay Type from Salary to Hourly
3. Monthly Hours - Eliminate the 12 hour minimum.
4. Monthly Hours - Maximum 25 per month at Clerk's discretion
4. Hourly Wages - scaled from minimum \$10 per hour to maximum \$15 per hour, depending upon proficiency level and the complete mastering of all difficult tasks.
5. Hourly wage paid upon approval from the Township Board at the recommendation of the Clerk.

Made by: Ron Support By: Dave

Roll Call Deputy Clerk Wage Scale

Supervisor	Ron Taylor	Y
Clerk	Dennis A. Stephens	Y
Treasurer	Eileen S. Fournier	Y
Trustee	David K. Ross	Y
Trustee	Brent D. Illig	N

Hourly Wage for Nadelle Fournier as Deputy Clerk  
Motion: Upon acceptance of duties and re-appointment to Deputy Clerk of Nadelle Fournier, to pay \$15 per hour according to the new wage scale.

Made by: Dennis Support By: Ron

Roll Call - Wage for Nadelle Fournier

Supervisor	Ron Taylor	Y
Clerk	Dennis A. Stephens	Y
Treasurer	Eileen S. Fournier	Y
Trustee	David K. Ross	Y
Trustee	Brent D. Illig	N

8. Pontem Cemetery Manager

Data Entry Wage structure mirrors Deputy Clerk. Minimum \$10 per hour to maximum \$15 per hour. Matched to level of proficiency at the recommendation of the Treasurer.

Maximum hours capped at 10 hours per month.

Motion: To adopt Data Entry Policy as presented.

Made by: Ron Support By: Dave

Roll Call – Data Entry, Cemetery Software

Supervisor	Ron Taylor	Y
Clerk	Dennis A. Stephens	Y
Treasurer	Eileen S. Fournier	Y
Trustee	David K. Ross	Y
Trustee	Brent D. Illig	Y

9. Hall Manager

Motion: Grant indefinite Leave of Absence due to illness in family.

Made by: Brent Support By: Eileen

Roll Call – Leave of Absence

Supervisor	Ron Taylor	Y
Clerk	Dennis A. Stephens	Y
Treasurer	Eileen S. Fournier	Y
Trustee	David K. Ross	Y
Trustee	Brent D. Illig	Y

10. Hall Manager Position

Motion: To appoint Yvonne Mahl temporarily to Hall Manager position until Phyllis Gooding is able to return.

Made by: Brent Support By: Eileen

Roll Call – Hall Manager Position

Supervisor	Ron Taylor	Y
Clerk	Dennis A. Stephens	Y
Treasurer	Eileen S. Fournier	Y
Trustee	David K. Ross	Y
Trustee	Brent D. Illig	Y

11. Hall Contract Changes

No motion made.

[Clerk's Note] Extensive discussion held regarding various options presented from advisory committee. Some items discussed were: types of rentals affected by a change in rules; addition of clause to contract to reserve right to refuse to rent without cause; minimum length of time to return a hall contract with deposit in order to secure an event date; when and where to post hall rental rates; rental of the hall by proxy for an out of township individual; penalties for abuse of rules of the hall; rates; random inspections to determine abuse.

12. MTA workshop on Cemeteries June 26, 2018

Motion: Send Supervisor & Treasurer

Made by: Brent Support By: Dennis

Motion carried by voice vote with unanimous consent.

13. Spending Policy

Brent complained about costs for legal fees. Demanded copies of emails to attorneys from Dennis for the last 4 months. Demanded that all board members receive copies of any emails to attorneys. Demanded that all board members contribute input to email conversations with attorneys between meetings. No motion made.

[Public Comment 2]

Dale Sheltroun suggested to not send out any flyers with the tax bills if a website was going to be set up.

Recent Attorney General's opinion on Right to Farm Act read by unknown member of the audience.

Roger Gove decided to resign the appointment to the Planning Commission.

Bryan Stein asked for ZA Bob Clayton's phone number

Greg Scott recommended Bryan Stein to be on the Planning Commission.

[Appointments 2]

1. Roger Gove resignation from Planning Commission  
Motion to accept:

Made by: Brent Support By: Dave

Motion carried by voice vote, unanimous consent.

2. Motion to appoint Mark Lehman, Jr.  
To Planning Commission

Made by: Ron Support By: Brent

Roll Call

Supervisor	Ron Taylor	Y
Clerk	Dennis A. Stephens	Y
Treasurer	Eileen S. Fournier	Y
Trustee	David K. Ross	Y
Trustee	Brent D. Illig	Y

[Meetings]

1. Township Board – Monday, May 14, 2018
2. Planning commission – Monday, April 16, 2018
3. MTA Local – Logan Township, Thursday, April 12, 2018 @ 7:00 p.m.

[Adjourn]

Motion to Adjourn 10:34 p.m.

Made by: Brent Support By: Dave

Motion carried by voice vote, unanimous consent.

Attendance, Appointed Positions]

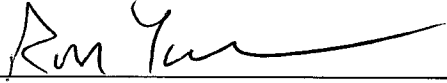
Ray Miller	BOR, PlanCom
Carl McCauley	PlanCom
Lorne Hartwig	BOR
Larry Kartes	PlanCom
Rick Stillwagon	PlanCom
Andy Fournier	ZBA
Bob Mahl	Maintenance
Mike Laier	Sexton

[Attendance]

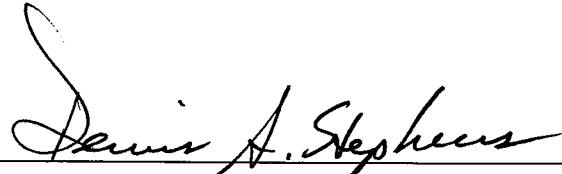
County Commissioner Craig Scott  
Eric Young, Ogemaw Herald  
Mary Kartes  
Bryan Stein  
Louie Winter  
Yvonne Mahl

Tamie Hartwig  
Mark Lehman  
Randy Rau  
Dale Sheltrown  
Debby Dale  
Too many more to mention

Certification



Supervisor Ron Taylor



Clerk Dennis A. Stephens