

MINUTES

EVERETT TOWNSHIP SPECIAL MEETING October 29, 2014

1. Call to Order: The meeting was called to order by Supervisor Judy Maike at 2:10 p.m.
2. Roll call: Full Board. Roshelle Wright, Brandy Fleming, Judy Maike, Don Clary, Curtis Chaffee
3. Pledge of Allegiance was led.
4. Brief Public Comments – 3 min. max: Time allowed.
5. Agenda Approval: Judy Maike made a motion to accept agenda with following changes; B. Amend Budget, C. Road Commission, D. Cola Lawsuit, E. Credit Card Policy, F. Policy Procedure Public Records, 2nd by Brandy Fleming, all ayes, motion carried.
6. New Business

A. Audit responses: A letter was sent from the state pertaining to our fiscal year audit for 2014, Everett must reply within the designated timeframe. Curt Chaffee will request a thirty day extension making the response due December 5, 2014 instead. Amending budget on a monthly basis discussed, clerk will put standard budget report in packets for every meeting for review. Clerk Roshelle Wright had to leave the meeting at 3:30 p.m., Supervisor Judy Maike took the rest of the minutes. Trustee Chaffee stated we need to review our budget monthly to determine which line items need to be adjusted prior to overspending in that category. October FY percentage should be around 58%, November around 66%. FICA needs to be monitored closely. Chaffee will contact the Mich. Dept. of Treasury Audit Division and request an extension of 30 days beyond Nov. 6, 2014 to develop a plan of action to address out Audit deficiencies. Revenue and expenditures for Fire Fund also need to be monitored per the last Audit, even though it's an account where millage funds go in and then back out to the Fire Board. These funds will also be disbursed in a timely manner, instead of yearly as was done in the past.

Postage for the Clerk will also need to be monitored due to the requests for absentee ballots and an adjustment may need to be made. (Clerk left, we can address this next month).

B. Amend Budget: Resolution 2014:05 Resolution 2014:06 Transfer station Contractual will be debited, and Attorney will be credited \$1000. Clerk's postage, Questions on invoices received by the Township for long distance charges and attorney Schuitemen billed township for "answering questions about hog farm". Both of these invoices will be looked into from the vendors. Consumers will be notified the street light at 8th & M37 is not working. Supervisor Judy Maike will contact Consumers. Treasurer Brandy Fleming notified the board regarding \$352.90 on chargebacks, the treasurer will clarify how this is to be addressed for accounting purposes. Budget Adjustment: Motion by Supervisor Maike to adopt Resolution No. 2014-12 to transfer \$1,000.00 from Transfer Station Contractual to Attorney/Corp Council line item, supported by Trustee Clary. Motion Carried, Roll Call Vote: Maike, yes; Fleming, yes; Clary, yes; Chaffee, yes. Clerk will prepare Resolution to reflect this action.

C. Road Commission: Road Commission contacted the Supervisor today proposing to resurface/repair Oak Avenue between 20th & 28th for a cost to the Township of \$20,000.00. The total cost will be approximately \$100,000.00, with the Road Commission covering any cost over \$20,000. As this road is a "primary" it's the responsibility of the Road Commission to repair it, however it's not on their repair schedule for at least 3 years, at which time it may cost considerably more because of the rate this road is deteriorating. Motion by Supervisor Maike to approve the

\$20,000.00 proposal, supported by Trustee Clary. Motion Carried. Also, the deep washout at Spruce Avenue & 40th St. is expected to be repaired today.

D. Cola Lawsuit: COLA Lawsuit - We were notified an appeal to the Michigan Supreme Court will be made by the Plaintiffs. Supreme Court must decide whether they will hear this case.

E. Credit Card Policy: Credit Card Policy - Treasurer Fleming prepared and distributed a proposed policy for Board review, and asked the Board be ready to approve a policy at the November meeting.

F. Assessor Hours, Policy Procedure Public Records: Assessor Hours - A "Policy and Procedure for the Public Inspection and Copying of Public Records in Lieu of Customary Business Hours" was distributed for the Board's review and adoption. This policy needs to be in place per the Assessor's Audit performed by the State recently.

7. Public Comment: none.
8. Adjournment was called by Supervisor Judy Maike at 4:30 p.m.

Minutes recorded by Clerk Roshelle Wright and Supervisor Judy Maike