

APPROVED MINUTES

EVERETT TOWNSHIP
REGULAR MEETING
November 19, 2013

1. Call to Order: Judy Maike called the meeting to order at 7:02 p.m.
2. Roll call: Present: Roshelle Wright, Gloria Reyes, Judy Maike, Curt Chaffee. Absent: Don Clary.
3. Pledge of Allegiance was led.
4. Brief Public Comments – 3 min. max. Marion Shook has not received deed.
5. Agenda Approval: Curt Chaffee made a motion to accept agenda with amendment to add Lock Box to unfinished business, 7A, 2nd by Gloria Reyes, all ayes, motion carried.
6. Approval of Special Board Minutes of November 5, 2013: Before the minutes were approved, discussion took place as follows: Ken Granger dismissal was addressed, Ken Granger was told he was welcome to re-apply for Transfer Station position. Gloria Reyes reflected on the MTA conversation she had with them, regarding Jim Maike being an employee and being on the planning board committee and the conflict regarding an employee not being allowed to be on any township board, Jim Maike will stay as Chairman of planning commission and any building maintenance work done by Jim Maike, he will send in an invoice to be paid as a contractor. Motion made by Curt Chaffee to adopt minutes as written, 2nd by Gloria Reyes, all ayes, motion carried.
Regular Board Meeting Minutes for October 15, 2013: Gloria Reyes made a motion to accept the minutes of October 15, 2013, 2nd by Curt Chaffee, all ayes, motion carried. With the following corrections included; 10G. Planning Commissioner Chairman Jim Maike did not do the survey at the open house. 10I. Supervisor tabled this until further notice. 10G. word “Typer” changed to “typist”,
7. Unfinished Business
 - A. Lock Box: Transfer station funds are dropped in lock box, treasurer and her designated appointees are the only people to get into the lock box from now on and a policy will be created, and policy book will be purchased for Everett Township use.
8. New Business
 - A. Dept. of Treasury Notice: The Everett Township Board discussed auditor Derek’s evaluation, clerk will submit the evaluation.
9. Bills & Financial Transactions
 - A. Clerk presents Township Bills - Motion by Clerk Roshelle Wright to accept and pay the November 2013 expenses of \$25167.79, 2nd by Gloria Reyes, all ayes, motion carried.
 - B. Treasurer’s Financial Report – Treasurer and Clark are still in progress of combing reports for final figures on accounts, Motion by Judy Maike to accept financial reports, 2nd by Curt Chaffee, all ayes, motion carried.
10. Officer’s Reports
 - A. Zoning Official – absent, report accepted and filed.
 - B. County Commissioner – Jim Maike’s report accepted.
 - C. Transfer Station – Judy Maike reported on the job descriptions for the transfer station being created, board will review.
 - D. Building Maintenance – the door needed for the front of the building is put on hold until spring, the board will purchase a door with a crash bar and window in April 2014. The M37 property Everett Township owns, the repairs for the building will take place in the spring.

- E. Library Board – Judy Maike’s report accepted.
 - F. Fire Board – Judy Maike reported that the contract Everett Township has with the Fire Board, if there are not changes to the contract, the contract continues to stay in effect and roles over to the next year.
 - G. Planning Commission – The survey, the Planning Board Chairman Jim Maike was going to present at the open house, did not take place. Jim Maike reported on maps being updated, typing needs to be done for the comprehensive plan, Jim Maike asked if Pam Chaffee could type the recommended changes and make corrections three to four chapters at a time, not as an employee but as an independent contractor, Roshelle Wright made a motion to hire Pam Chaffee as an independent contractor to type and make changes in the Comprehensive plan at \$11.00 an hour, up to \$500.00, 2nd by Gloria Reyes, roll call vote: Roshelle Wright; aye, Gloria Reyes; aye, Judy Maike; aye, Curt Chaffee; abstain, three ayes, 1 abstain, motion carried.
 - H. ZBA – none.
 - I. Supervisor – Newsletter already processed at county, with Judy Lindberg’s hours incorrect. New Insurance Policy, clerk will work on papers for submission. Chain of Lakes newsletter was submitted, chain of lakes board also will take care of their own COLA business instead of township clerks disbursing any information. Reported on standard removal of free-on from appliances, a policy will be put in place for the transfer stations removal of any free-on.
 - J. Clerk – addressed the cemetery minutes, reflecting shook deed, and Everett Township does not have any of the cemetery books, the cemetery clerk Judy Baker and Saxton Tim Frisbie need to take care of this deed.
 - K. Treasurer – Gloria Reyes will address Holly moon at the county for any Veterans to receive a zero balance on any tax bill received, Gloria will update the board on this matter. Also, Winter Taxes are due in December, and Everett Township’s two cd’s at Independent bank were cashed in and closed to cover the new addition.
 - L. Trustees – no report.
 - M. Other Committee Reports – none.
11. Public Comment – Roshelle Wright again addressed Shook’s deed, Shook hasn’t received this deed in a nineteen month’s timeframe, and again, Everett Township Clerk does not have the cemetery books and cannot supply the deed, but Roshelle Wright called Judy Baker, cemetery clerk to take care of this matter along with Tim Frisbie, the Cemetery Sexton. The coming year road project of 32nd, Larch St to Oak St. and 24th Street to the transfer station, are all possible projects for budget time in March 2014.
 12. Adjournment- a motion was made by Gloria Reyes, 2nd by Curt Chaffee to adjourn the meeting at 8:50 p.m.

Minutes prepared by Clerk Roshelle Wright