

## RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on March 1st, 2022 at 7:00 p.m.

Located at 13016 Belle River Road, Riley, Michigan 48041

### Call to Order

- Meeting called to order by Supervisor Titus at 7:00 p.m.
- Pledge of Allegiance

### Roll Call

**Present:** Supervisor Al Titus, Clerk Dawn Behem, Treasurer Mike Rushing, Trustee Duane Hagle, Trustee Mark Baranowski

### Public Hearing – None Scheduled

**Guest Speakers:** None

**Citizens Wishing to Address the Board on Agenda Items:** Blight complainant from 11546 Dunn Road appeared to address the board.

**Approve REGULAR Meeting AGENDA for February 1st, 2022:** No changes.

- *Motion to approve agenda made by Hagle, seconded by Baranowski. All in favor, motion carried.*

**Approve Consent Agenda:** Motion to approve Consent Agenda: February 1<sup>st</sup>, 2022 REGULAR Meeting MINUTES, January 28<sup>th</sup>, Monthly bills: Checks #24949-24977, EFTs #9-11, Tax checks #3003-3014, Payroll DDVs #50001-50023, Bond Refund BN210005, and Communications received from SCC Road Commission and SCC Controller, made by Baranowski, seconded by Rushing. Roll Call: Aye-5, Nay-0; Motion carried.

**Township News and Announcements:** King & King will complete the township's ARPA Compliance Report after US Treasury fixes the website portal error that applied the Clinton County Riley Township DUN's number to the St. Clair County's portal account. Received Revenue Sharing check for \$52,192. County Park & Rec has tabled their revenue sharing till next meeting. Received County ARPA forms to submit for reimbursement when projects are completed and paid for.

### Committee Reports:

**Planning Commission:** Hagle reported EMS site plans will be reviewed at special meeting.

**Parks and Recreation:** Hagle reported meeting held on February 28<sup>th</sup>, elected committee officers, and considered playground equipment and events for 2022. Discussed with board on event(s) to hold this season and recommended limiting to a single event per year possibly end of summer or in the Fall. Recommended getting a memorial plaque and/or tree for former Park/Rec member who served 25 years who passed recently.

**Zoning Board of Appeals:** No meeting held.

**Ordinance Enforcement:** OEO stated two cases have gone to the township attorney.

*Building Department:* Building Inspector reported he received plans for a barnominium.

*Fire Protection:* Received Village of Emmett fire run report.

*Roads:* Annual meeting by Zoom was held with no one available to attend. Received meeting packet contained proposed 2022 bridge & large culvert project needs from engineering study, cost sheets for 2022 chloride and limestone amounts, and Match Money & Drain appropriations for 2022.

### **Unfinished Business**

- 1) **Road Commission Work Orders:** None received at this time.
- 2) **Blight Complaint Cases:**
  - a. *11546 Dunn Road Status:* Attorney file. Township board gave 30-day notice to remove unregistered vehicles from property on January 4, 2022 regular meeting. A fire was reported at the property and more vehicles were sighted. Certified letter sent on February 11, 2022 to attend next township meeting to address the township board. Complainant present to address the board and stated he buys and races demolition derby cars all over the area and state as a hobby and buys scrap cars to support this hobby and some vehicles were moved inside of the garage. OEO stated first contact with complainant was in May of 2021 from previous OEO complaint case; cars are always present on the property and are continuously rotated on and off the property; notified complainant of ordinance pertaining to unregistered vehicles not allowed on property or need to be inside, out of sight or removed; a fire had taken place recently on one of the vehicles on the property prompting an additional complaint. OEO instructed to reiterate the protocol to the complainant of what has to happen next to bring the property into compliance within a specified time frame and to consult with the township attorney for next actions to be taken.
  - b. *11450 Dunn Road Status:* Attorney file. No vehicles have been removed. Certified letter sent on December 16, 2021 returned unsigned. Certified letter sent on February 11, 2022, to attend next township meeting to address the township board. Complainant did not appear to be present to address the township board.
- 3) **Roof Replacement Bids:** No further bids were received to consider. Reviewed two bids received for consideration.
  - *Motion to accept D.A.D. Building Quote for \$12,500 total cost for work and materials made by Hagle, seconded by Baranowski. Discussion: possible additional work to remove and sheeted over chimney. Roll Call: Aye-5, Nay-0; Motion carried.*
- 4) **Twp Office Hours of Operation for 2022-2023 / Policy #35:** Discussed adjustment of hours to accommodate residents arriving after work. Recommended to rescind Policy #35 – Office Hours & Holidays to be reviewed and accepted annually to coincide with budget planning.
  - *Motion to rescind Policy #35 – Office Hours & Holidays made by Behem, seconded by Titus. Discussion: none further. All in Favor, motion carried.*
  - *Motion to approve Township Office Hours of Business Operation for 2022-2023: Monday 10am – 6pm, Tuesday 9am – 3pm, Wednesday 9am – 3pm, Thursday 9am – 3pm,*

*Friday/Saturday/Sunday – Closed made by Behem, seconded by Rushing. Discussion: none further. All in favor, motion carried.*

- 5) **Resolution #2022-14 Intent/Oppose Charter Township Eligibility Certification:** *Motion to approve Resolution #2022-14 Intent Opposing Incorporation as a Charter Township made by Rushing, Seconded by Hagle. Discussion: not necessary at this time. Roll Call: 5 – Ayes, 0 – Nays. Motion carried.*

### **New Business**

- 1) **Annual Meeting Schedules for RTB, PC, ZBA & Park/Rec:** Reviewed schedules presented.
  - *Motion to approve Annual Meeting Schedules as presented made by Rushing, seconded by Baranowski. Discussion: Correct Park/Rec schedule to include Feb 28<sup>th</sup> & March 28<sup>th</sup>, 2022 dates. All in favor, Motion carried.*
- 2) **Refund Requests:** Reviewed two requests for refunds.
  - *Motion to approve Refund Request from Foster Blue Water Oil for Site Plan Revision Cancelation for \$750 less 10% administrative fee made by Hagle, seconded by Baranowski. Discussion: Site Plan did not go to planning commission due to denial of EGLE permit. Roll Call: 5 – Ayes, 0 – Nays, motion carried.*
  - *Motion to approve refunds of bond for \$250 and Permit Cancellation PB210009 for \$285 less base fee, plan review and administrative fees per policy made by Hagle, seconded by Baranowski. Discussion: Requestor could not get contractor and went with a shed instead. Roll Call: 5 – Ayes, 0 – Nays, motion carried.*
- 3) **IT Right/VC3 Service Contract Renewal for Feb 2022-Jan 2023:** Received annual contract renewal for \$4,320.
  - *Motion to accept annual renewal contract from IT Right/VC3 for \$4,320 made by Behem, seconded by Hagle. Discussion: IT Right joined VC3 company earlier this year; no changes in services offered; and rate increased from prior year contract. Roll Call: 5 – Ayes, 0 – Nays, motion carried.*
- 4) **Lawn Care Bids:** Reviewed notice for publication and specification sheet presented.
  - *Motion to publish notice to accept Lawn Care Bids for 2022 season made by Behem, seconded by Rushing. Discussion: none further. All in favor, motion carried.*
- 5) **Assessor Employment Agreement Renewal for April 2022-2025:** Reviewed employment agreement presented.
  - *Motion to appoint Steven Coucke and approve Employment Agreement for Township Certified Assessor for April 1<sup>st</sup>, 2022 – March 31<sup>st</sup>, 2025 with an annual salary of \$23,660 made by Titus, seconded by Rushing. Discussion: increase in salary to be competitive with other area townships. Roll Call: 5 – Ayes, 0 – Nays. Motion carried.*
  - *Motion to approve Resolution #2022-11-A to update Assessor annual salary amount to \$23,660 made by Rushing, seconded by Hagle. Discussion: none further. Roll Call: 5 – Ayes, 0 – Nays, motion carried.*
- 6) **Service Agreements for Zoning Administrator and OEO April 2022-2025 / Policy # 42:** Changed to 1099 employees to comply with payroll regulations.
  - *Motion to appoint Frederick McCallumore and approve Ordinance Enforcement Officer Service Agreement for April 1<sup>st</sup>, 2022 – March 31<sup>st</sup>, 2025 made by Rushing, seconded by Hagle. Discussion: none further. Roll Call: 5 – Ayes, 0 – Nay, motion carried.*

- Motion to appoint James Golembiewski and approve Zoning Administrator Service Agreement for April 1<sup>st</sup>, 2022 – March 31<sup>st</sup>, 2025 made by Rushing, seconded by Baranowski. Discussion: none further. Roll Call: 5 – Ayes, 0 – Nays, motion carried.
  - Motion to rescind Policy #42 – Zoning Administrator Job Description made by Behem, seconded by Rushing. Discussion: policy no longer needed. Discussion: none further. Roll Call: 5 – Ayes, 0 – Nays, motion carried.
- 7) **Budget Amendments:** Reviewed budget amendments to the General Fund and other various funds presented.
- *Motion to approve the March 2022 budget amendments to the General Fund and other various funds presented made by Rushing, seconded by Baranowski. Discussion: Amendments necessary for allocation adjustments and preparation for upcoming budget. Roll Call: 5 – Ayes, 0 – Nays, motion carried.*
- 8) **Proposed 2022/2023 Budget Worksheet:** Reviewed projected budget for 2022/2023.
- *Motion to accept the Proposed 2022/2023 Budget for the General Fund and other various funds as presented to be made public and published on the township website for review made by Baranowski, seconded by Rushing. Discussion: final budget to be adopted at the Annual Budget Hearing. Roll Call: 5 – Ayes, 0 – Nays, motion carried*

**Comments from the Board of Trustee’s not already address:** Generators are scheduled to be installed on April 11<sup>th</sup>/12<sup>th</sup>. Road commission road trip is scheduled for March 12<sup>th</sup>. Tibbetts Cemetery deed belongs to an estate trust and are attempting to contact the Louks estate to request a deed transfer to the township for historical preservation and be available for family members or public to access.

**Annual Budget Hearing:** March 29<sup>th</sup>, 2022 at 7pm at Riley Township Hall

**Special Assessment Public Hearing for Fire Protection:** March 29<sup>th</sup>, 2022 at 7pm at Riley Township Hall

**Next Regular Meeting Scheduled:** April 5<sup>th</sup>, 2022 at 7pm at Riley Township Hall

**Adjournment:** Motion to adjourn at 8:16 p.m. made by Hagle, seconded by Baranowski. All in favor, motion carried.

Respectfully submitted by,

Dawn Behem, Riley Township Clerk

Approved March 29<sup>th</sup>, 2022

Dawn Behem, Riley Township Clerk