

RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on October 10th, 2023 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, Trustee Duane Hagle

Excused: Treasurer Mike Rushing, Trustee Mark Baranowski

Township Officials in Attendance: Building Official Doug Wendland, Deputy Treasurer Dawn Sawicki-Franz, Enforcement Officer Kyle Kallek.

PUBLIC HEARING: None Scheduled

GUEST SPEAKERS: None

CITIZENS WISHING TO ADDRESS THE BOARD: Citizen asked about township's stand on solar installations. Citizen asked how to find information on website. Citizen stated the Fall Festival was wonderful.

APPROVE BUDGET AMENDMENTS: Motion to Approve Budget Amendment to 101 General Fund: to decrease 000 General Government Expense Budget in the amount of \$3,110; and to increase 340 FIRE Protection Expense Budget in the amount of \$3,110; and to add new Budget for Cost Center Department 264 Elections-Early Voting; and to increase 262 State Grants Revenue Budget in the amount of \$16,200 and to increase 264 Elections-Early Voting Expense Budget in the amount of \$16,200 made by Behem, seconded by Hagle. Discussion: Budget adjustments are for renewed Emmett Fire contract, Early Voting expenses for equipment and labor, and expected state grant revenue for Early Voting Startup costs. Several clerks within the county and the state have resigned as a result of proposition 2022-2 passage. Roll Call: Aye-3, Nay-0; Motion carried.

APPROVE CONSENT AGENDA: Motion to approve RTB Meeting Minutes for 9/12/2023; September Treasurer Report; September Revenue & Expense Report; ARPA Project & Expenditure Report as of PE 9-30-2023; September Accounts Payable Claims Report: Checks #25604-25632, EFT #51, September Payroll Vouchers 9SE #400001-400025, Bond Permit Refunds for BD230003, BN210002, BP230002, BP230005; Check Requests for Tables and Chairs Deposit Refunds, Richmond-Lenox EMS Monthly Report, Communications received from Department of Treasury accepting Audit Report made by Hagle, seconded by Behem. Roll Call: Aye-3, Nay-0; Motion carried.

Approve REGULAR Meeting AGENDA for October 10th, 2023: Clerk added New Business item #7, Resolution #2023-20.

- *Motion to approve regular meeting agenda with addition made by Hagle, seconded by Titus. All in favor, motion carried.*

TOWNSHIP NEWS AND ANNOUNCEMENTS:

- Special Assessment Annual Public Hearing for Trash Collection is scheduled for November 14th at 7:00 pm at Riley Township Hall.

→ BS&A Online Public Record Search for Riley Township is available and located at: <https://bsaonline.com/?uid=1802> or click the Riley Township website button at: <https://rileytownship.com/public-records/>

COMMITTEE REPORTS:

Parks and Recreation: Trustee Hagle reported the Fall Festival was a success, and walking path is delayed due to the rain until Spring of 2024.

Planning Commission: Trustee Hagle reported two public hearings were held on proposed Zoning Ordinance amendments for Section 923 Wind Energy, and Section 925 Solar. Both were approved for recommendation to the board for adoption and to send to the County for review.

Zoning Board of Appeals: No meeting held.

Building Department: Building Official reported on posting Dangerous Building Notices on four buildings. One recipient has pulled a demo permit. Letters will be sent to other recipients to attend hearing at the next township board meeting to determine course of action based on Building Official's and OEO's recommendations.

Performance Bond Extension Requests:

PB210057: Motion to Approve Performance Bond Extension for six months on PB210057 at 13465 Burgess Road made by Hagle, seconded by Titus. All in favor, motion carried.

PB210031: Motion to Approve Performance Bond Extension for six months on PB210031 at 11205 Masters Road made by Hagle, seconded by Titus. All in favor, motion carried

Ordinance Enforcement: Monthly report submitted to board for review.

EN230087: letter was sent for ordinance violation. OEO requested what action should be taken on the violation. Consensus from the Board agrees a special use is needed with approval from the property owner. Motion to waive any fees associated with Special Use application made by Titus, no support given. Motion failed.

2018 International Property Maintenance Code (IPMC): Recommended the township attorney review the code book to determine if it is in any conflict with existing ordinances. Motion to Table made by Behem, seconded by Titus. All in favor, Motion carried.

Roads: Work Order received for Ditching and Culverts on Miller Road at Kimball at a cost of \$20,000. Cost is not available in the current budget. Affected citizen asked if a partial fix can be done or if Berlin Township can contribute since it borders the road. Supervisor will explore options and check with Road Commission if it could be considered for local road assistance program in 2024.

UNFINISHED BUSINESS: None

NEW BUSINESS

- 1. Resolution #2023-19 Early Voting Site Establishment and Location:** Motion to Approve and Adopt Resolution #2023-19 made by Behem, seconded by Hagle. Discussion: A resolution is required to be approved the township's legislative body to establish an Early Voting Site for its electors. Riley Township's early voting site will be located at 13016 Belle River Road which is the same polling location at Riley Township Hall for all future Statewide and Federal elections. Roll Call: Aye-3, Nay-0; Motion carried.
- 2. Request for Early Voting Equipment:** Motion to Approve Purchase of Early Voting Election Equipment for Medium Election Storage Cart and IMAGECAST Precinct SE Tabulator, plus shipping,

from Election Source at a cost not to exceed \$7,500 using either ARPA Funds and/or Michigan Early Voting Grant made by Titus, seconded by Rushing. Discussion: A separate tabulator for Early Voting is required and cannot be used on Election Day. Early Voting tabulator and equipment must be locked and secured within a cabinet each night during the early voting period. The current cabinet at the hall is no longer sufficient and needs to be replaced to accommodate both early voting and Election Day equipment and supplies. The state is providing an Early Voting Grant to cover startup costs for equipment and staffing but will be prioritizing funds to purchase tabulators, ballot equipment, and election inspectors for early voting period. The Early Voting Grant request has been submitted to the county as required that was due in September. Roll Call: Aye-3, Nay-0; Motion carried.

Motion to Approve township cell phone plan for Township Clerk not to exceed \$50 per month in place of monthly stipend made by Behem, seconded by Hagle. Discussion: Internet serviced is required by the state to connect the Early Voting laptop. If the internet service becomes unavailable during the Early Voting period, the cell phone can be used as a direct hot spot. The township currently has a cost-effective cell phone plan with T-Mobile for Governments that is subsidized providing cell phones for both the township's Building Official and OEO for less than \$50 each per month without the cost of purchasing the phone. Roll Call: Aye-3, Nay-0; Motion carried.

- 3. Request for MICR Printer:** Motion to Approve Purchase of M3001 MICR Printer from Troy Group Inc. at a cost of \$610.48 made by Behem, seconded by Titus. Discussion: ADP has increased courier costs to deliver payroll checks to the township. A MICR printer is required to print payroll checks inhouse from ADP, and the MICR printer will additional security in printing checks of township payables. Roll Call: Aye-3, Nay-0; Motion carried.
- 4. Snow Removal Bids Publication:** Still waiting to receive bids. Motion to table made by Hagle, seconded by Titus. All in favor, Motion carried.
- 5. Farm Land Lease:** Motion to Accept and Approve Bid received from Stephen Peters for a 2-year Farmland Lease for the 2024 and 2025 Growing Seasons in the amount of \$1,012 each year made by Titus, seconded by Behem. Discussion: Farmer requested to consider a two-year lease to be able to treat the land in the Fall prior to planting. Roll Call: Aye-3, Nay-0; Motion carried.
- 6. Fire Run Collection Request for Waiver:** Motion to Approve Request for Waiver of Invoice #4808 in the amount of \$500 made by Behem, seconded by Hagle. Discussion: A letter received stated the accident recipient did not call to request help from the fire department and was not given any assistance. The call was automated and came from an app on the passenger's phone. Roll Call: Aye-3, Nay-0; Motion carried.
- 7. Resolution #2023-20 Declaration to Oppose Legislation to Preempt or Otherwise Limit Local Authority Over Matters of Zoning or Land Use Within Riley Township:** Motion to Approve and Adopt Resolution #2023-20 made by Behem, seconded by Titus. Discussion: A legislative committee will be meeting to review and consider bills that would preempt the township's local authority on Utility Solar & Wind Turbines, and Battery Storage Facilities. Roll Call: Aye-3, Nay-0; Motion carried.

COMMENTS FROM THE BOARD OF TRUSTEE'S NOT ALREADY ADDRESS: None presented

NEXT REGULAR MEETING SCHEDULED: November 14th, 2023 at 7 pm at Riley Township Hall

ADJOURNMENT: Motion to adjourn at 8:33 pm made by Hagle, seconded by Titus. All in favor, motion carried.

Respectfully submitted by Patricia Gondert, Riley Township Recording Clerk

Approved November 14th, 2023, Dawn Behem, Riley Township Clerk