

AGENDA
November 5, 2020
7:30 p.m.

Regular Meeting

Call to Order – Pledge of Allegiance

Roll Call: ___Hedrich ___Kukulis ___Gross
 ___Carlton ___Vacant ___Hemgesberg ___Hornak

1. **Approval of Agenda:** (Additions to the agenda will be handled under New Business)
2. **Approval of Minutes:** October 1, 2020 Regular Meeting Minutes
3. **Public Comments:** Two Minutes Per Person
 Additional time is provided during Extended Comments
4. **Committee/Commission Reports:**
 - a. County Commissioner – Kyle Harris
 - b. County Road Commission – Dennis Borchard
 - c. SCTOA – Ken Hornak
 - d. Cemetery Committee – Peter Hemgesberg, Frances Kukulis, Vacant
 - e. Building Official – Rob Kehoe
 - f. Ordinance Enforcement Officer – Pat Olk
 - g. Rehmann Health Center – Cathy Gross
 - h. Fire Board Authority – William Hedrich
 - i. Mid Michigan Waste Authority – Frances Kukulis
 - j. TASK Force – Kevin Carlton
5. **Board Officials Reports:**
 - a. Supervisor
 - b. Clerk
 - c. Treasurer
6. **Unfinished Business:**
 - a. Update on Tax Tribunal – Comfort Care
 - b. Discuss Annexation of Volkmer Road Property (38 acres) To Village For Marijuana Use
 - c.
7. **New Business:**
 - a. Adopt Accessibility Policy for Chesaning Township Assessment Department
 - b. Consider Payroll Processing Service Quote (If Accepted Authorize Signer for a 2020 and 2021 Payroll Engagement Letter)
 - c. Consider Changing Web and Email Hosting From 1 & 1 to CMT
 - d. Consider Purchase Of Computer Workstation (Supervisor’s Office)
 - e. *Consider entering into Saginaw County Interlocal Agreement for County Designated Assessor.
8. **Extended Public Comment:** Two Minutes Per Person
9. **Extended Township Board Comment:**
10. **Approval of Bills:**
11. **Adjournment:**

*Additions to agenda

**Chesaning Township Minutes
Regular Meeting
November 5, 2020 @ 7:30 p.m.**

Regular Meeting: Called to order at 7:30 p.m.

Pledge of Allegiance

Members Present: Supervisor William Hedrich, Clerk Frances Kukulis, Treasurer Cathy Gross; Trustees: Kevin Carlton, Peter Hemgesberg, Ken Hornak and Matt Mallory

Members Absent: None

Approval of Agenda: Agenda was presented for approval.

Approval of Minutes: Minutes of the Regular Board Meeting of October 1, 2020 were presented for approval.

Public Comments: Joe Ruthig congratulated the newly elected Board and stated he was looking forward to working with everyone.

Committee/Board Reports:

County Commissioner – No one present to report.

County Road Commission – No one present to report.

SCTOA – Hornak stated no meeting was held.

Cemetery – Kukulis noted the water has been turned off, the dumpster weekly pickup still needs to be suspended for winter once the contractor is done with seasonal work, and as of November 1 grave blankets/wreaths can begin being placed at graves.

Building Official – No one present to report, a report of activity was received.

Ordinance Enforcement Officer – No one present to report, no report of activity was received.

Rehmann Health Center – Gross reported the mobile dental clinic held October 27 only had the a.m. appointments filled, the next one will be held November 24 and to-date two people have signed up for it; Rich Gasper looked at the problem toilet and due to its' age felt it would be costly to repair, a temporary solution is to turn water off to it when the Center is not open and turn it on only during clinics are to save on the cost of lost water; additionally it was noted that the Saginaw County Health Department millage passed (.48 mills) and will begin being collected on the 2020 winter tax bills.

Fire Board – Hedrich reported as of the Fire Board meeting there had been 122 runs; the Fire Department has been working on equipment repairs and building maintenance; Aaron Millbrandt is the new Lieutenant at Fire Station 2; two new firefighter candidates have started; the generator is up and running.

MMWA – Kukulis noted the meeting was postponed from October 12, 2020 to November 16, 2020.

Task Force – Carlton noted the meeting was cancelled due to COVID.

Board Officials Reports:

Supervisor – Hedrich reported he had followed up with Brian Wendling at the County about the Young's Inter-County Drain and was informed they are still waiting on the State Department of Environment, Great Lakes & Energy (EGLE); the Shiawassee River has been accepted into the National Water Trail System: at the Rural Task Force Meeting Corunna Road from the Township border into the Village limits was discussed, it will be built into a Class A Road, tube work has already begun in preparation for the 2021 road work; the Village plans to build-up and re-pave South Front Street from Mason to Peet utilizing Rural Task Force monies; STARS would like to place a millage question before the voters of the counties small villages and townships with populations less than 5,000 to provide bus service, additionally they are trying to secure funding from the illustrious fund to get a bus to use for Rides to Wellness in these same communities; the State Tax Commission has notified us they will be doing an audit of the Township's Assessing System; residents are unhappy with a tube the County repaired on Chesaning Road just before Stuart Road and Paul Gohs the local County Road Commission Foreman will be looking into the situation.

Clerk – Kukulis noted the General Election has completed with what appears to be record turnout; compared to 2016 precinct one increased from 63.12% of registered voters voting to 65.72% and precinct two increased from 72.26% to 73.71%, in addition to those voting in person 1,547 absent voter ballots were issued prior to Election Day, 1,485 were returned by Election Day, 22 were surrendered at the polls and the individuals voted in person instead, and 40 have not been received back, registered voters in Chesaning additionally increased substantially with precinct 1 increasing from 1,738 in 2016 to 1,826 in 2020 and precinct 2 increasing from 1,781 to 1,902; per the County new Township Officials can take their oaths of office and be seated after the election is certified which the State projects to be November 23; clean-up from the election and normal daily work of the office continues.

Treasurer – Gross reported a State Revenue Sharing check was received in the amount of \$39,819 up from last year for the same period of \$35,262; Winter tax preparation has begun, the L4029 for the County Health Department new millage has been received, escrows are coming in, Equalization will be printing bills starting the November 14 and should be completed around the November 23, a newsletter with holiday hours and encouraging residents to pay by mail or drop slot is being prepared to insert in bills, taxes will be due Tuesday, February 16 due to the fourteenth falling on a weekend and the Monday following the fourteenth is a Federal holiday; since November 1, 3% interest has been collected on unpaid Summer taxes.

Unfinished Business:

Update on Tax Tribunal – Hedrich noted there was nothing new to report other than hearings are being scheduled into August 2021.

Discuss Annexation of Volkmer Road Property To Village For Marijuana Use – Hedrich noted since last meeting some progress has been made but it is now in the lawyer's hands, the property owner has to bring the property out of PA 116, multiple surveys and splits need to happen, a driveway needs to be engineered and a permit issued by the County, the house on the Village portion of the property may need to be moved for the road, and agreement on the term length of the 425 Agreement (50 years or less) has to be made.

New Business:

Adopt Accessibility Policy for Chesaning Township Assessment Department – The Board was presented a Policy of Accessibility for The Chesaning Township Assessment Department to Taxpayers of Chesaning Township for their consideration.

Consider Payroll Processing Service Quote – Kukulis presented a quote from Hoerner & Geer for payroll processing for the Township and explained the incoming Clerk has not processed payroll, or completed and filed payroll tax reporting forms and with constant changes to the process it may be in the best interest of the Township to utilize a service provider. The cost was discussed and the Board agreed it was necessary, they asked Clerk Kukulis to solicit another local service provider for comparison, to keep the Board up-to-date on information, and authorized Kukulis to enter into an agreement right away that the Board would make formal in December.

Consider Changing Web and Email Hosting from 1&1 to CMT – Kukulis noted 1&1 (Ionos), the current web and email service providers' email services have been lacking, the Clerks' email has had many issues and storage the provider allows per email at the current cost is not sufficient; the Township's IT provider, CMT, also provides email services at the same cost, discounts can be achieved by paying annually instead of monthly, and two more email addresses could be added with a much larger data storage capability per email address at the same cost of the current provider; CMT additionally could provide web hosting services including a secure site (SSL Certificate) at a cost less than currently provided by Spectrum but the costs to migrate the website are unknown without further investigation. After some discussion the next agenda topic was addressed since they were both IT related.

Consider Purchase of Computer Workstation (Supervisor's Office) – Kukulis noted the previous Supervisor did not want a computer and relied on the Administrative Assistant to print off and respond to his emails for him; the new Supervisor will need a computer and an email address of their own and explained this is another reason these items are being brought before the Board; it is believed some wiring will have to be done to have a desktop station added in the Supervisor's office, a laptop station could be added but the question of secure data/equipment could become an issue; Ruthig the newly elected, but not yet seated Supervisor, was in the audience and gave input on what he felt could be accomplished to solve the issues and asked to talk with the IT people prior to the Board securing a computer for him; the Board agreed and asked that both the Web and Email Hosting and Computer Workstation agenda items come back before the Board in December for consideration.

Consider Entering Into Saginaw County Interlocal Agreement for County Designated Assessor – Kukulis noted information regarding the agreement was received on Election Day, three days after the Board's agenda packets went out, adding the County is seeking action before the December meeting; the Board discussed the information received then called the Assessor for input; Assessor MacDermaid explained it is a new requirement under State law; if a township is found to be noncompliant by the State and fails to correct the noncompliance the designated assessor in the interlocal agreement would assume the assessment duties of the township assessor, the County would pay a yearly retainer to have an assessor available under the agreement, if all local units in the county agree to the agreement the cost to each member is estimated to be about \$65/year; if the County assessor would have to step in for noncompliance issues by a local assessor then the cost of the County's assessors' services would be paid by the township in noncompliance.

Extended Public Comment: None.

Extended Township Board Comment: Hedrich thanked Kukulis for her years of service with the Township and the Board additionally did too. Gross noted Dave Lawson is in the process of working on signage for the National Water Trail.

Items Approved:

- Motion by Hemgesberg, support by Hornak, to approve the agenda, as presented, with the addition of Item e) under New Business, Consider Entering Into Saginaw County Interlocal Agreement for County Designated Assessor. Motion Carried.
- Motion by Hemgesberg, support by Mallory, to approve the October 1, 2020 Regular Board Meeting minutes, as presented. Motion Carried.
- Motion by Hemgesberg, support by Gross to adopt a Policy of Accessibility for the Chesaning Township Assessment Department to Taxpayers of Chesaning Township. Motion Carried.
- Motion by Hemgesberg, support by Hornak, to approve Clerk Kukulis to pay a second payroll in November to pay election workers before moving forward with a payroll service provider. Roll Call Vote – Yes: Hemgesberg, Gross, Kukulis, Carlton, Mallory, Hornak, Hedrich. No: None. Motion Carried.
- Motion by Carlton, support by Hemgesberg, to authorize Clerk Kukulis to solicit information from, and enter into a contract with a local payroll processing service, once Board Member input is received, and prior to the December Board Meeting. Roll Call Vote – Yes: Gross, Kukulis, Carlton, Mallory, Hornak, Hemgesberg, Hedrich. No: None. Motion Carried.
- Motion by Hornak, support by Carlton, to enter into the Saginaw County Interlocal Agreement for County Designated Assessor. Roll Call Vote – Yes: Carlton, Mallory, Hornak, Hemgesberg, Gross, Kukulis, Hedrich. No: None. Motion Carried.
- Motion by Hemgesberg, support by Gross, to pay bills, as presented. Bills totaled \$41,249.96. Roll Call Vote – Yes: Mallory, Hornak, Hemgesberg, Gross, Kukulis, Carlton, Hedrich. No: None. Motion Carried.
- Motion by Kukulis, support by Gross, to adjourn the meeting at 9:29 p.m. Motion Carried.

**Frances M. Kukulis, Clerk
Chesaning Township**