

The Caledonia Township Board of Trustees met on Wednesday Aug 8, 2018, at the Township Hall, 6461 Gillard Road, Spruce, Michigan, with Supervisor Kathy Vichunas presiding. The meeting was called to order at 7:00 p.m. with the Pledge of Allegiance.

Roll Call: Jack Scott; Rebecca Abend; Kathy Vichunas and Kerry Scott. Absent Tim Ratz

**Motion** by Kerry Scott; Support Jack Scott to accept Agenda with additions and deletions. Motion carried.

Public Comment (3 Minutes Per Person) – Agenda Items - none

Public Comment (3 Minutes Per Person) – Non-Agenda Items – Mathewson Dr. for dust control.

**Motion** by Rebecca Abend; Support Jack Scott to approve the Minutes of July 11, 2018. Motion carried.

**Motion** by Jack Scott; Support Rebecca Abend to approve the Minutes of July 24, 2018 Special Minutes. Motion carried.

Clerk's Correspondence – BS &A

**Motion** by Rebecca Abend; Support Jack Scott to pay the bills as presented – Check Nos. 5228 thru 5267. Motion carried.

**Motion** by Kerry Scott; Support Jack Scott to place the Treasurer's report on file subject to audit. Motion carried.

**Supervisor** -- Sheriff's Complaint Report for July 2018

– Huron Pines Open House -Holiday Inn Rd.

– August 7<sup>th</sup> AMAR Review – Tax Management Department gave Supervisor a 10-page report of missing files from the previous assessor.

**Reports** – Planning Commission discussed Riparian Rights at the South End, proposed Dollar General Store in Hubbard Lake, Ordinance project with NEMCOG is put on hold. July 12<sup>th</sup> - Grove and Scott attended the Agricultural and Management workshop in Gaylord. Next PC meeting is September 10<sup>th</sup>, Tri-Twp. is Oct. 18<sup>th</sup> in Hawes.

Zoning Administrator – 3 land use permits.

Sexton – Status of Cemetery Grid (June – October 2017) – no report/sexton absent.

Custodian – website needs to active.

### **Unfinished Business –**

North End Park Maintenance Job – Job Description – New Keys – signed contract.

List of Hall Appliances, Equipment, Tools, etc., to be included in the Revised Hall Rental Checklist.

Hall Signs are up – North End Park Flag Pole Light was installed.

Job Description – Building & Grounds Custodian – signed contract.

Township Website - Updated Forms – still working on web site will send pages to the board.

Board of Review held July 17<sup>th</sup> at 6 p.m. – Assistance provided by Equalization Director Troy Somers assisted Kathy Vichunas Supervisor– Meeting Minutes Prepared -- Letters sent to all applicants

MTA Chapter Picnic – July 26<sup>th</sup> at Barton City Pavilion.

Interactive Zoning Ordinance – Update status of NEMCOG Proposal -- \$3300 maximum- will be put on hold. Kathy will send letter to NEMCOG.

Kerry Scott Clerk - First Quarter Budget Expenditures were provided to Board members as well as PC and ZBA members

Zoning Administrator Site Plan Review Fee.

### **New Business –**

Deputy Treasurer – Bond with Alpena Agency.

Township Assessor -- Job Description – Computer with Excel & BSA Upgrade and Wide Format Printer – Sarah Gold was offered the Assessor position, Sarah signed contract.

**Motion** by Jack Scott; Support Rebecca Abend to purchase a computer, wide format printer, and excel for the Township Assessor. Motion carried.

Review Letter of Interest for Zoning Administrator Position – Job Description

**Motion** by Jack Scott; Support Rebecca Abend to be offer Mike Sanford the Zoning Administrator position. Motion carried.

Headlee Rollback Information for November Ballot – No further action.

**Motion** by Jack Scott; Support Rebecca Abend to have G & G fix the Hall Ladies Restroom fan. Motion Carried.

Branch Library Agreement – Review for Changes due December 1, 2018 for a 3-year renewal.

Resolution and Policy re Automated Clearing House Arrangements and Electronic Transactions-tabled until next month.

Resolution and Investment Policy – draft for next month.

Sexton – Will be put on notice, must submit a complete grid system of the cemetery within 30 days.

**Motion** by Rebecca Abend; Support Jack Scott to send Kathy Vichunas to the Assessing Reform proposal in Gaylord Aug. 15<sup>th</sup>. Motion carried.

Next Township Board Meeting – September 12, 2018 at 7 p.m.

Public Comment

**Motion** by Jack Scott; Support Rebecca Abend to adjourn at 8:08 pm. Motion carried.

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Kerry Scott Caledonia Twp. Clerk