

**CLEON TOWNSHIP BOARD MEETING
DATE OCTOBER 9, 2024**

CALL TO ORDER: Supervisor, Dave Myers called the meeting to order at 7:00 p.m.at the Cleon Township Hall.

PLEDGE OF ALLEGIANCE

ROLL CALL Board Members present: Dave Myers-Supervisor, Amy Herrst-Clerk, Linda Cudney -Treasurer, Gary Porter-Trustee. Absent: Abraham Canfield-Trustee

GUESTS and /or VISITORS:

Karla Smith-Kasten-Manistee Recycle, Brad Kluczynski, Fred Campbell-JML, Evelyn Hawkins, Joe Carpenter, Dave Saunders, Ruth Griner, Mark Griner, Alex Johnson, Todd Humphrey, Fred Herendeen.

1. **Karla Smith-Kasten-Manistee Recycle:** Bi-Annual Recycling Program Inter Local Agreement needs to be signed. The price will stay same at \$18, with possibility of amending the agreement to stay in line with changing laws. **Motion to approve by,** Linda Cudney, **seconded by,** Gary Porter, to enter the Recycle Program agreement with the county of Manistee. **Roll Call, All Ayes 0 Nays**
2. **Brad Kluczynski:** Wants to help the township with asset management of our old building. To do an evaluation, he will need the following beforehand:
 - a. Build date
 - b. Additions structurally
 - c. Capitalized projects/Depreciation value
 - d. Age of major systems/electric/water
 - e. Footprint we want to sell or lease/property included

This will give us the ability to see what we would like to do with the building as it is worth in value, potential uses vs demolition and cost associated. In lieu of giving the building away, we could consider a long-term lease as fair market value will dictate. Brad will work directly with Linda and Mark to get the boxes filled in and potentially have some answers by the end of the 2024 year.

3. **Fred Campbell-JML:** USDA approved the change orders as they came through. We are waiting on state inspectors before we can get utilities in to finish hookups. The fire floor will be able to start Nov 1 and should take 2 weeks to complete. Potential occupation mid-November. Punch list will need to be done individually by board members then as a final walk through with all of us together with Fred. Retention will not exceed 5% of final contract cost. No new pay app this month.

PUBLIC COMMENT: None

SET / AMEND THE AGENDA:

Motion by Gary Porter, supported by Linda Cudney to approve the consent agenda with correction. AIF

CONSENT AGENDA: Motion by Gary Porter, **seconded** by Amy Herrst to approve the Consent Agenda. AIF

APPROVAL OF MINUTES:

Sept 11, 2024 Board meeting minutes

TREASURERS REPORT: *See attached*

BUDGET AMENDMENT/PAYMENT OF BILLS: *See attached*

BOARD MEMBER REPORTS:

A. TRUSTEES

Gary Porter: Be on the lookout for fake \$100 bills coming through.

Abe Canfield: Absent

B. TREASURER: Feeding America Food Truck came to Copemish on Sept 20 they needed to use the township tables. No updates as to the amounts that were handed out yet. Audit was completed and we were instructed to complete a corrective action plan for the State. Linda drafted a letter to the Local Audit and Finance Division, see *attached*. We will be making an interest only payment to USDA in November for \$11648.09, confirmed per USDA correspondence, see *attached*. The Snowbirds will be having a round table event with the local DNR, SMARTrails, Dirtbirds on Oct 10 at 10am to keep everyone on the same page with the trial system.

C. CLERK: We held our election commission meeting on at 6:45PM and confirmed the election inspectors for the November General Election. The PAT test will take place on Mon Oct 14th at 11am. Election Day will take place in the current township hall. Early voting is 9 days prior to the election from 8-5pm at the Maple Grove Community Center in Kaleva. We have sent out all the AV ballots to voters who requested them.

D. SUPERVISOR: Cemetery water and trash will be turned off and put away next week.

E. ZONING: We have 7 new land use permits

F: PLANNING: *See attached minutes*

G: MRCM: Chip/Seal is being done on many county roads and will soon be coming to our area more frequently. The county is doing this themselves vs contracting it out. They are finishing mowing and tree trimming. We are set on the salt order for the winter season. Probationary employee's ask for a 5% raise to match what others got.

H: FIRE DEPARTMENT: *See attached report*

September Revenue Sharing grant presentation was completed. A potential new hire Craig Bloch would like to apply for Firefighter. A background check was done and now we need to have the insurance company weigh in on it due to the number of past violations. Halloween trunk or treat will happen on Oct 31st with the Legion down at the park 530-730. The Village has decided to do their own separate Fall Fest on Oct 26th with a DJ, food, hayrides, and games from 4-7pm.

UNFINISHED BUSINESS:

4. **Board Member Action Plan Items:** all action plan items completed or in process of completion.
5. **Cannabis Ordinance Review:** Planning will look over this at November meeting and move forward.
6. **Township Hall Plans:** We are looking at a mid-November completion tentatively. Consumers contacted us and we are close to getting them to complete the connection. Blarney Castle needs the grade work then they can install the tank 2-3 days' notice. They recommend use of a site monitor. Acentek is waiting for site work to be completed then they will run Fiber to the building with a 2-week timeframe. Amy and Mark will work on getting quotes for the IT end of connection and maintaining. We will need to define what we want managed and maintained. VOIP phones, switches, amount of video recording we want to keep. GT Mobile, Patrick Burnham, Avalon/TC. We are moving along with sidewalks, Dropbox location, flagpole, and plaque. Mark and Dave will come to the board with a design next meeting. Mark will also reach out to 3 West and Dave Frost for a professional opinion if we are willing to use him for the listing.
7. **Township Park Project:** The Manistee County Conservation District sent Dave a write up of the survey and some available funding options. Dave will also still reach out to the GT Revenue Sharing one more time to see if they can help with cost of the feasibility study. If no luck again Dave may personally finance the study.
8. **Cost Recovery Fire:** Mark is still looking into the possible avenues of using a 3rd party recovery company to get costs back. 911 USA Recovery is what Frankfort uses. They are a contingency-based company and not necessarily municipal oriented. More options may be available. Mark will continue to look
9. **Review cemetery charges, hall rental fees and other items:** TABLED

NEW BUSINESS:

1. **Approval of payment for new hall project:** *none this month.*
2. **2nd Quarter Financial Review:**
 - a. **General Fund-no needed amendments currently**
 - b. **Fire Fund- Motion to approve by, Linda Cudney, seconded by, Gary Porter, to move: \$1400 from 700-706 to 700-726, \$1000 from 339-728 to 700-726, and \$500 from 339-935 to 700-726 to cover fire wages for the time being. Roll Call, All Ayes 0 Nays**
 - c. **Cemetery Fund- Motion to approve by, Linda Cudney, seconded by, Gary Porter, to move: \$250 from 338-929 to 338-801, and \$250 from 338-935 to 338-801, to cover contractual services for the time being. Roll Call, All Ayes 0 Nays**
3. **Recycling Program Agreement:** The Supervisor signed the agreement and it was given to Karla.

CORRESPONDENCE: *See Attached*

BOARD MEMBER COMMENTS: Linda contacted Jim Mori and he will come out with his partner to inspect the furnace filters.

PUBLIC COMMENTS: None

ADJOURNMENT: Motion by Gary Porter, supported by Amy Herrst AIF
TIME: 8:26 PM

Next Board Meeting scheduled for November 13, 2024 at 7 PM
Minutes taken by Amy Herrst -Cleon Township Clerk

BOARD MEMBER ACTION PLAN:

Dave: Will shut off the water and put away trash cans in cemetery.
Will get with Mark about a design for the plaque on the new building.

Amy: Will work on getting bids for the IT in the new building, with the help of Mark.

Linda: Will continue to be the liaison between USDA and architect for the new Fire Station/
Township offices.

Will along with Mark, get Brad Kluczynski the above list of things needed for a asset
management evaluation.

Meeting minutes submitted by Amy Herrst, Cleon Township Clerk.