

**APPROVED MINUTES  
COLDSPRINGS TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
COLDSPRINGS TOWNSHIP HALL-COUNTY ROAD 571  
MONDAY, MAY 8, 2023 5:00 P.M.  
Amended June 12, 2023**

Supervisor Hoffman called the meeting to order at 5:00 p.m.

Pledge of Allegiance

Board members present at roll call were Supervisor Hoffman, Trustee Schaller Treasurer Smith, Clerk Gentelia and Trustee Delaney. Nine (9) members of the public were present.

**Adoption of the Agenda: Motion** by Delaney, **second** by Schaller, to adopt the agenda as presented. All Ayes, Motion Carried.

**Establish any conflict of interest of items that are on the agenda:**

Schaller – New Business (B)

**Approval of Minutes from the April 10, 2023 Regular Board Meeting: Motion** by Smith, **second** by Delaney, to approve the minutes from the April 10, 2023 Regular Board Meeting minutes as presented. All Ayes, Motion Carried.

**Presentation:**

**Correspondence:**

(A) **Kalkaska County Planning Commission** – Property Owner Change

(B) **Tax Tribunal – ANR Storage**

- a. Property Tax Challenge
- b. Meeting with Township Attorneys on Thursday

(C) **Kalkaska County Library Director –Draft Agreement**

- a. Library Director John Roberts presented the Library Services Agreement
- b. Once services begin, Pilot Funds can be requested
- c. Open Mondays & Thursdays, 9am – 4pm, excluding holidays
- d. Treasurer or Clerk will be on premise during open hours
- e. Clerk (or Township Staff) agreed to be available and present for Special Programs
- f. Tentative opening – Fall 2023
- g. Motion by Gentelia, support by Hoffman, to approve the agreement between Coldsprings Township and the Kalkaska County Library Board of Trustee to have a Branch Library at the Township Hall, to be open on Mondays and Thursdays, 9am – 4pm, excluding holidays, and Special Programs agreed with the Townships. A roll call vote was taken: Ayes – Schaller, Delaney, Hoffman, Smith, Gentelia; Nays – None; Absent – None. Motion Carried.

**Assessors Report:**

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**Memorandum**

May 1, 2023

To: Coldsprings Township Board  
From: Sally Murray, MAAO

810 Cottageview Dr, Suite 301, Traverse City, MI 49684

231.499.7682

SallyAnnMurray8120@gmail.com

Subject: Assessor Report-May-23

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The Michigan Department of Treasury performs annual audits of Principal Residence Exemption (PRE) exemptions for most Michigan counties, including Kalkaska. They have provided their preliminary list of denials to county and township treasurers and assessors. I will review and process any Coldsprings Township parcels that are on the list. Any taxpayer having a grievance with a denial must submit a written request for an informal conference, which must be received by the Department within 35 days of the date the denial notice was received. A failure to respond within the deadline means the denial will stand and there is no further recourse. THEREFORE, IT IS OF THE UTMOST IMPORTANCE TO APPEAL THE DENIAL IF WARRANTED. Inform any of your neighbors or fellow citizens of this important detail. They are welcome to call my office for assistance, if necessary.

In conjunction with the Department of Treasury audit, I will also be performing a PRE audit. I will work in conjunction with the township treasurer and township clerk to assure that we are executing great care and due diligence before issuing any denials. Local unit denials (issued by the township assessor) are appealed to the Michigan Tax Tribunal.

The March 2023 Board of Review denied an application for an Eligible Manufacturing Personal Property (EMPP) exemption. They have since executed their appeal process before the entire Michigan Tax Tribunal. Currently, there are plans to address the issue with the township attorney legal team ASAP. The township needs to formally submit a response to the appeal within the next several days. I plan on attending the May town board meeting to answer any questions that I can.

As always, feel free to contact me if you have any questions or concerns!

## Sally

### **Committee Reports:**

#### **(A) Planning & Maintenance:**

Maintenance & Planning Report for 5-8-2023

#### SANDS PARK

1. I met with Seth Philips and Renee Penny from the Kalkaska Conservation District to finalize the location for the boat cleaning station. The “dry” station will be placed behind the storage shed. It should be installed before Memorial Day weekend. A portable boat power wash station will be at the park on June 30th as part of the grant fulfillment requirements.
2. I am waiting for more information from Living Water well drilling concerning the proposed new well at the park. When we met in April, Mr. Smith advised me it would more than likely be late July or August before the well could be put in. He is checking with the Health Dept. for regulations for a well in a public park. We are planning to have a drinking fountain, a stainable hydrant, and a slicker attached to the pavilion shed.
3. The Sheriff’s work crew is not available for the park clean up at this time, as the Kalkaska jail is not housing inmates at this time. The maintenance man and myself will clean the park this month.
4. The new trees (planted last fall) look healthy.
5. The swim buoys will be put in before Memorial Day weekend.
6. The dock was installed last week, in time for the walleye season opener.

## CEMETERY

1. Todd's Welding Service will give us a quote for removing the old storage shed and debris ASAP.
2. The maintenance man repaired the fence facing CR571 as best he could. It looks pretty good, considering the snow damage from the county plows.

## TOWNSHIP HALL

I am still looking for a reputable contractor to install the remainder of the ceiling tiles in the Clerk's office, Treasurer's office, and adjoining hallway. I will do my best to find one within the next week or so.

The clerk is looking for a "deep" cleaning company for the entire Twp. Hall.

Lowell Schaller, Trustee

### (B) Fireboard:

COLDSPRINGS- EXCELSIOR FIRE & RESCUE  
MINUTES  
May 3, 2023

**Call to order @ 5:07 p.m.**

**Roll Call:** Dick Paternoster, Norm Groner, Annie Wallace. Ray Hoffman and Brenda Smith were absent. Also present, Chief Rusty Headley.

**Agenda:** Motion by Paternoster, 2<sup>nd</sup> by Wallace to approve agenda with the addition of the Oliver Township Fire Contract. All ayes, motion carried.

**Minutes:** Minutes of the April 5<sup>th</sup> meeting were presented. Motion by Paternoster, 2<sup>nd</sup> by Groner to approve. All ayes, motion carried.

**Old business:** Website- Clerk Wallace had sent a certified letter to Chase Hoffman requesting the return of funds paid. Mr. Hoffman called Chief Headley saying he will be consulting an attorney.

**Run Report for March:** Fire-8, Medical-18. Frederic Runs: Grayling-2, Kalkaska Memorial-8, Munson-10, Cancelled-2, Refusal-4, DOA-0, Other-0

**Chief's Report:** \*Tim McCullen will be retiring in July after 41 years with the department. \* Pump Inspections - Switching from Circle K to CSI for the yearly inspections. Motion by Paternoster, 2<sup>nd</sup> by Wallace to approve change. All ayes motion carried. \*Received a 2<sup>nd</sup> bill from Bear Lake Township. Their chief will bring it before the Bear Lake Township Board to have it dismissed. \* Frederic Fire Dept has had a student doing job shadowing.

**Bills and Wages:** Motion by Paternoster, 2<sup>nd</sup> by Groner to pay bills and wages for May as presented in the amount of \$6,247.44. Roll call: Paternoster-yes, Groner-yes, Wallace-yes. Motion carried. Check #s 10570-10585 were used for payment.

**NEW BUSINESS:** Wallace discussed the fire department paying for half of the yearly fee to QuickBooks associated with the finances of the department. Motion to table made by Paternoster, 2<sup>nd</sup> by Wallace until all Board members are present. All ayes, motion carried. \* Oliver Township Fire Contract – Motion by Wallace, 2<sup>nd</sup> by Paternoster to approve contract. Roll call: Wallace-yes, Paternoster-yes, Groner-yes. Motion carried.

**Public Comment-** None Upon proper motion, meeting adjourned at 6:08 p.m.

Annie Wallace, Clerk

**(C) Road Commission:**

**Road Committee Report  
Coldsprings Township Board Meeting  
May 8, 2023**

The following is a recap of the Kalkaska County Road Commission board meeting I attended on April 12, 2023. The next KCRC board meeting is Wednesday May 10, 2023.

1. The KCRC Board awarded the Shore Road construction project to Payne & Dolan, Inc. The expected total cost, including shoulder work, will be \$92,659.40. The Township's 80% portion will be \$74,127.52.
2. The KCRC has many road projects on tap for 2023 including another stretch of CR-571 and Blue Lake Road in our area.

In other road news:

1. Shore Road – on May 1, 2023, we received an email from the contractor that work will begin on May 17<sup>th</sup> with driveway concrete work. Paving will be the week of Memorial Day. The contractor wants to do Shore Road early as most of the homes are vacation homes. Kudos to Payne & Dolan! A letter to Shore Road residents was mailed May 4<sup>th</sup>.
2. Tower Road – this is about 700' of Tower Road off of Sunset Trail to Rita Drive. The KCRC will do the work this summer. Their match will be in labor, we just need to pay for the gravel. Our expected cost is \$10,000. I will make a motion for approval of this road project.
3. East Shore Drive – Huron Engineering gave us a fee quote in June 2022 for \$39,900 to perform Design Engineering and Survey Services. They have kept with that same quote. At our April Township Board meeting we approved up to \$44,000 for this project. Huron is currently working on another KCRC engineering study, and East Shore Drive will be up soon.
4. John Rogers of the KCRC is still preparing cost estimates for our other potential road projects:
  - a. W.C. Cross Drive
  - b. Shoulder work on Sunset Trail and Twin Lake Road.
  - c. Possibly Ford Road. John Rogers and I discussed potentially doing some overlay patches in a couple areas and then a chip and seal. Ford Road is still in fairly good shape but has a couple bad areas. The above maintenance could fix this road for many years.
5. I attended the MTA Annual Conference and picked up several good things on roads from two breakout sessions.
  - a. Costs have gone up on roads so "We are doing less with more."
  - b. PASER Ratings – is a method to measure the condition of paved roads in Michigan. They are rated on a scale of 1-10, with 10 being the best. I will be working with the KCRC to have PASER Ratings available on all of the Township's paved roads.
  - c. We have a good working relationship with the KCRC...I gathered that many townships do not have that with their county road commission.
  - d. No one complains about spending money on roads.

Rick Delaney  
Coldsprings Township Trustee

- Motion by Delaney, support by Gentelia, to approve up to \$10,000 to complete road project at Tower Road off Sunset Trail. A roll call vote was taken: Ayes – Delaney, Hoffman, Smith, Gentelia, Schaller; Nays – None; Absent – None. Motion Carried

**(D) Sheriff Department:**

- a. Blight letters were sent by the Sheriff's Dept.
  - i. Sheriff will check property again after June 1, 2023
  - ii. Will report results back to Township
  - iii. Some properties are already being cleaned up by property owner
- b. Deputy should be assigned by end of June
- c. A copy of the monthly Sheriff Report is available at the Clerk's Office

**(E) County Commissioners: Not Present**

**(F) Hospital**

**Talking Points from KMHC Board Meeting 4/25/23**

- Moments of Excellence:
  - The Board thanked the KMHC leadership team for the orientation sessions being offered that provide education and information on the structure of KMHC as well as KMHC's wide variety of healthcare services.
  - Mr. Raymond, Chief Financial Officer and Mr. Cannon, Chief Nursing Officer, have both recently passed the Board of Governors Exam to become certified as a Fellows in the American College of Healthcare Executives.
  - Through strong partnerships with surgeons providing services at KMHC, Dr. Milliken (gastroenterologist) approached KMHC if we would be interested in performing a new procedure that is not offered elsewhere in northern Michigan. After training and purchasing necessary equipment, the first Bravo pH Monitoring procedure (helps assess acid in stomach) was successfully performed and several more procedures are already scheduled over the next couple months.
- Campus Update:
  - The Acute Care Pavilion construction project is going very well and is on schedule for an October 2023 completion date.
  - The project overall continues to be under budget with remaining contingency money.
- KMHC continues to evaluate the Mancelona market and use of the current Mancelona Medical building that KMHC owns and provides ancillary services within.
- FY24 Capital Budget: Mr. Raymond, CFO, provided a copy of next year's proposed capital budget for review. The board will be asked for approval of the budget at the May meeting.
- Munson Affiliation Agreement Update:
  - The KMHC Board approved a one-year extension of the affiliation agreement at the March 2023 meeting.
  - The KMHC leadership team will be reviewing and modifying goals and objectives for FY24 that includes investigations with other potential partners and evaluation of internal capabilities.
- Kaliseum Update: The business plan is 95% complete. The plan is very in depth as there are several scenarios evaluating the role of KMHC, possible relocation of rehab services, as well as hockey, fitness space, potential new pool, and other ancillary services. The plan was done viewing from both KMHC and community perspective taking into account the Power Wellness surveys and benchmarking analysis. Once complete, the business plan will be presented to the KMHC Board of Trustees.

- Medical Staff Report:
  - KMHC moved from Pandemic Level Yellow to Pandemic Level Green on Friday, April 14th. Nine hospitals in the state made this change at the same time. Visitor and masking policies were also updated at that time.
- Munson Healthcare Update:
  - Munson Healthcare continues work on overall financial health and becoming more efficient as a system.
  - MHC is still seeing staffing challenges, particularly recruiting nurses in all specialties.
- Upcoming Events:
  - The Annual Strawberry Social will be held June 11<sup>th</sup>, from 11am-2pm on the grounds of Assisted Living.
  - Thank you to all that came out for the National Trout Festival, KMHC had a great time participating in both the Youth Parade and the Grand Royale Parade

**(G) Drain Commissioner/Manistee Lake Improvement**

- a. Progressive A&E
  - i. Survey scheduled for June 13
- b. MLIB Meeting Monday June 19 at 7:00 PM
- c. Final report from last year's fishery report should be available
  - i. Sucker Project in Progress - 80-90 fish so far, check nets tomorrow & Thursday

**(H) Kalkaska MTA**

- a. Discussed Prop-2, Elections
- b. Rules are still being created by State

**Treasurers Report:**

All Accounts: 902,180.35  
 General Fund: 10,750.23  
 Tax Account: 466.15  
 Cash on Hand: 200.00

**CD's**

All Accounts: 594,484.57

Motion by Gentelia, second by Delaney, to approve Treasurers Report. A roll call vote was taken: Ayes – Hoffman, Smith, Gentelia, Schaller, Delaney; Nays – None; Absent - None. Motion Carried.

**PUBLIC INPUT ON BUSINESS ITEM (as listed on the agenda): 5:53 PM**

- M. Cole
  - Maple Valley SAD Bid
    - 3<sup>rd</sup> Resolution in 9 months
    - All property owners did not receive bid or insurance
    - Citizen's Road Maintenance received bid from EFS Building on 2/23/23
      - Board voted on it April 10, 2023
      - Insurance is dated 04/18/2023
      - Township showing as Additional Insured, who is paying for this
    - Bid is showing Hold Harmless
    - Called Lansing 4/10/2023 to see if EFS is licensed, not licensed

- Went to County Clerk, not in DBA Book
- All rates not in original estimate
- Request the Board table matter until all property owners have input and/or informed

**OLD BUSINESS:**

**(A) ARPA Funds Update**

- a. Holding pattern

**(B) Clean Boats, Clean Waters Program**

- a. Covered in Maintenance

**NEW BUSINESS:**

**(A) Consider Amending Deputy Treasurer Budget by \$10,000 to Account for Treasurer Duties Training**

- a. Discussion on training new Treasurer and Deputy Treasurer
- b. Treasurer is not willing to do full training
- c. Treasurer is willing to show where everything is in the office
- d. Treasurer will provide a list of who helped her previously and new Treasurer can get training through them
- e. Job description needs to be updated
- f. K. Lashbrook question – are there SOP’s or job descriptions

**(B) Consider Approval of Resolution 2023-010 - Amended Maple Valley Special Assessment District**

- a. Board approved EFS Building Services bid last month
- b. Amend Maple Valley Resolution to reflect new contractor
- c. Motion by Delaney, second by Gentelia, to adopt Resolution 2023-010 – Amended Maple Valley Special Assessment District. A roll call vote was taken: Ayes – Smith, Gentelia, Delaney, Hoffman; Nays – None; Absent – None; Abstained – Schaller. Motion Carried.

**(C) Right of Way Funds Discussion**

- a. Metro Funds
  - i. Have historically been deposited into the General Fund account
  - ii. These funds should be used on Right-of-Ways only
  - iii. Need to create a Metro Funds Account
  - iv. Need suggestions on how to use these funds
  - v. Part of the Telecommunications Act
- b. Local Community Stabilization Authority funds
  - i. Monies need to be dispersed
  - ii. Motion by Gentelia, support by Delaney, to disburse LCSA funds as required by Treasurers Allocation Sheet, which is based on Dept. of Treasury Spreadsheet. A roll call vote was taken: Ayes – Gentelia, Schaller, Delaney, Hoffman, Smith; Nays – None; Absent – None. Motion Carried.

**(D) Consider Approval of Coldsprings-Excelsior Fire & Rescue Contract with Oliver Township**

- a. Motion by Gentelia, support by Smith, to approve Coldsprings-Excelsior Fire & Rescue Contract with Oliver Township. A roll call vote was taken: Ayes – Schaller, Delaney, Hoffman, Smith, Gentelia; Nays – None; Absent – None. Motion Carried.

**(E) Consider Approval of Tobin & Company Auditing Contract**

- a. Delaney stated not to exceed \$3900 is a really good quote.

- b. Motion by Gentelia, support by Schaller, to approve contract with Tobin & Company. A roll call vote was taken: Ayes – Delaney, Hoffman, Smith, Gentelia, Schaller; Nays – None; Absent – None. Motion Carried.

**(F) Consider Approval to Purchase AED Equipment for Township Hall**

- a. We do not have an AED in the hall
- b. All Public Spaces should have an AED in case it is needed
- c. Motion by Gentelia, support by Smith, to approve the purchase of AED equipment for Township Hall for the amount of \$1,615.00. A voice vote was taken. All Ayes, Motion Carried

**(G) Consider Approval of Todd’s Welding Bid to Remove Shed and Clean Up**

- a. Motion by Schaller, support by Smith, to accept Todd’s Welding bid in the amount of \$4,800 to remove shed and clean up excess sand and dirt in cemetery. A roll call vote was taken: Ayes – Hoffman, Smith, Gentelia, Schaller, Delaney; Nays – None; Absent – None. Motion Carried.

**(H) Consider Approval to Add Michigan CLASS Investments as an Authorized Investment Firm for the Township**

- a. Delaney provided Michigan CLASS Investments brochures
- b. Investment Company that pools fund for a Government Investment Pool
- c. Invest per State Laws
- d. Allows the creation of unlimited sub-accounts
  - i. can create a separate account for each fund
  - ii. Refuse
  - iii. Township Improvement
  - iv. Etc...
- e. Can access monies whenever needed
- f. Month-End Yields have been unbeatable
  - i. March 2023 – 4.9975%
  - ii. Feb 2023 – 4.7707%
  - iii. Jan 2023 – 4.5828%
  - iv. April is over 5%
- g. Motion by Delaney, second by Gentelia, to add Michigan Class Investments as an Authorized Investment Firm for the Township. A roll call vote was taken: Ayes – Smith, Gentelia, Schaller, Delaney, Hoffman; Nays – None; Absent – None. Motion Carried.

**Approval of Bills:**

A **Motion** by Smith, **second** by Delaney, to approve \$34,562.25 to pay May bills. A roll call vote was taken: Ayes – Gentelia, Schaller, Delaney, Hoffman, Smith; Nays – None; Absent – none. Motion Carried.

**Public Comment: Started at – 6:49 PM - None**

**Adjournment:**

**Motion** to adjourn at 6:50 p.m. by Smith, **second** by Schaller. All Aye, Motion Carried.

Next meeting Monday, June 12, 2023 at 5:00 PM

Gayenell Gentelia  
Clerk, Coldsprings Township