

**APPROVED MINUTES
COLDSPRINGS TOWNSHIP
REGULAR BOARD MEETING MINUTES
COLDSPRINGS TOWNSHIP HALL-COUNTY ROAD 571
MONDAY, DECEMBER 11, 2023 5:00 P.M.
Amended January 8, 2024**

Trustee Delaney called the meeting to order at 5:00 p.m.

Pledge of Allegiance

Board members present at roll call were, Treasurer Moses, Clerk Gentelia, Trustee Phillips and Trustee Delaney. Supervisor Hoffman was absent. Eleven (11) members of the public were present, including Sheriff Whiteford and Deputy Farrier from the Kalkaska County Sheriff's Office.

Adoption of the Agenda: Amend agenda as follows: Add under New Business - (E) Consider Approval of Security Camera Proposal for CETA Hall and (F) Consider Approval of Dock & Buoy Installation/Removal. **Motion** by Moses, **second** by Phillips, to adopt the agenda as amended. All Ayes, Motion Carried.

Establish any conflict of interest of items that are on the agenda: None

Approval of Minutes from the November 13, 2023 Regular Board: **Motion** by Phillips, **second** by Moses, to approve the minutes from the November 13, 2023 Regular Board Meeting as presented. All Ayes, Motion Carried.

Presentation: None

Correspondence:

- (A) **KMHC Not-For-Profit**
 - a. **Not-For-Profit vs. Act 47 (Governmental)**
 - b. **Last Act 47 Hospital**
 - c. **Vendors want to become partners**

Assessors Report:

Memorandum

December 3, 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-December-23

AS A REMINDER:

The December Board of Review will meet on Tuesday December 12, 2023 at the Township Hall at 5:00pm.

The purpose of the meeting is to correct clerical errors and mutual mistakes of fact as defined by the General Property Tax Act in MCL 211.53b. The board may also consider appeals related to Qualified Agricultural Exemptions, Poverty Exemptions (but not for poverty exemptions denied by the March Board of Review), and Disabled Veteran Exemptions.

No valuation appeals are heard at this meeting. The meeting is open to the public, as provided in Act 267, P.A. 1976, Open Meetings Act.

OF IMPORTANT NOTE:

The 2024 Inflation Rate Multiplier (IRM) has been released by the State Tax Commission. It has been computed to be 5.1%. This is the second time since the implementation of Proposal A in 1994 that the 5% maximum cap will be initiated. Therefore, even though the IRM has been computed at 5.1%, the upcoming 2024 property taxes will only increase by the constitutional maximum of 5%. *

* Note: New construction, property transfers, demolitions, etc. can cause annual changes in excess of the constitutional 5% cap.

ANNUAL ASSESSMENT CHANGE NOTICES

The annual assessment change notices are prepared and mailed in February each year. KCI will continue to be our servicing vendor. Postage must be on file with KCI in advance. The estimated postage will be \$ 1,124.98. Please prepare and mail this payment ASAP. **CHECKS MUST BE PAYABLE TO KCI COMMUNICATION and be MAILED TO THE **ASSESSOR**.** If there is an overage, KCI will refund the difference. If there is a shortage, KCI will bill the township.

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

Sally

Legal Opinion:

- Policy for Land Division/Combining/ Lot Line Adjustments
 - Land Division – Land Division Act
 - Combining Parcels
 - Lot Line Adjustments
 - Making sure adjustment doesn't create a property issue when adjusted
 - Platted Lots
 - Formally created through a process through the State of Michigan
 - Metes & Bounds
 - Parcel carved out through Land Division Process
 - Municipalities can go either way
 - Land Division has an onerous process
 - File complaint in Circuit Court
 - Parts sought needs to be revealed
 - Owner within 300 ft of property
- Board has tasked Assessor to draft policy

Committee Reports:

(A) Planning & Maintenance:

TOWNSHIP HALL:

- Bids were sought for garage door repair, maintenance and installation of two openers. Bids are ready for review and award.

CEMETERY:

- No new activity to report.

SANDS PARK:

- Restrooms have been locked for the winter and maintenance has been discontinued until spring. We are grateful that the park will be regularly patrolled and buildings checked by the sheriff department through their seasonal property surveillance service.

- o As previously reported, a vehicle appeared to have collided with the drain near the boat launch exit, destroyed the drain grating and knocked down several barricade posts. Solutions-based bids to erect a more robust, permanent barrier are due for review and evaluation of the solution proposed. After evaluation, they will be presented at a future meeting for discussion and action.
- o As previously reported, a severe tripping hazard exists at the sidewalk end at the Beach due to erosion. Solutions-based bids to install a repair to the eroded step-down area are due for review and evaluation of the solution proposed. After evaluation, they will be presented at a future meeting for discussion and action.
- o The dock was removed by Todd's Welding Service and the three swim buoys and anchors were removed by Mike Davis. Both service providers were asked to provide quotes for both the dock and buoy placement and removal for calendar year 2024, as one service. Bids are due for review and award.
- o Helsel tree Service should begin work soon to remove the 15 Oak wilt trees, as approved by the board at last month's meeting.

(B) Fireboard:

COLDSPRINGS- EXCELSIOR FIRE & RESCUE
MINUTES
December 6, 2023

Call to order @ 5:00 p.m.

Roll Call: Dick Paternoster, Norm Groner, Annie Wallace, Dawn Moses. Ray Hoffman absent. Also present, Chief Rusty Headley and Pamela Strunk.

Agenda: Motion by Wallace, 2nd by Paternoster to approve agenda as presented. All ayes, motion carried.

Minutes: Minutes of the November 1, 2023 meeting were presented. Motion by Groner, 2nd by Wallace. All ayes, motion carried.

Old business: *Cadet Program - Nothing new. *Garden Lane billing - Nothing new. *New applicants – 3 new.

Run Report for November: Fire-13, Medical-14. Frederic Runs: Grayling-2, Kalkaska Memorial-6, Munson-10, Cancelled-1, Refusal-17, DOA-0, Other-0

Chief's Report: *Truck maintenance – 601 needs springs, and has fuel issues, the Rescue needs springs. *Working on next years budget. *The Christmas party will be held Saturday December 23.

Bills and Wages: Motion by Paternoster, 2nd by Groner to pay bills and wages for December in the amount of \$35,154.20. Roll call: Paternoster-yes, Groner-yes, Moses-yes, Wallace-yes. Motion carried. Check #s 10682-10707 were used for payment.

NEW BUSINESS: Resolution for Forest Area Federal Credit Union with legal signers for accounts. Motion by Wallace, 2nd by Paternoster to approve Groner, Moses, and Wallace as signers. Roll call: Wallace-yes, Paternoster-yes, Moses-yes, Groner-yes. Motion carried.

Public: Pamela Strunk asked to donate a burned-out house on M-72 SE in lieu of a bill received for a unattended fire. Chief Headley asked for an asbestos free certificate. Motion by Wallace, 2nd by Paternoster to approve based on being asbestos free. All ayes, motion carried.

Upon proper motion, meeting adjourned at 5:48 p.m.

Annie Wallace, Clerk

(C) Road Commission:

**Road Committee Report
Coldsprings Township Board Meeting
December 11, 2023**

There has not been a Kalkaska County Road Commission board meeting since our last township board meeting. The next KCRC board meeting is Wednesday, December 13, 2023.

At the last KCRC board meeting, they requested an estimate of our spending on roads in 2024. I emailed John Rogers letting him know the following:

- Our board said in the neighborhood of \$250,000. But it is hard to say exactly since we need to have cost estimates on the various projects on our list. East Shore Drive is a big unknown, and the Board is willing to pull additional money from other sources.
- We would also like to see the PASER ratings on our roads so we can use that as a planning tool.

Rick Delaney
Coldsprings Township Trustee

(A) Sheriff Department:

- a. Deputy Farrier was present to provide monthly report and blight update
- b. Seasonal Property Check Form - <https://kalkaska.rja.revize.com/forms/2773>
- c. Monthly Sheriff's Report available at the Clerk's Office
- d. Sheriff Whiteford
 - i. Township Contracts should be ready sometime in January
 1. There will be no service interruptions
 - ii. County Jail
 1. Jail outsourced to Wexford County
 2. Repairs happening at jail
 3. Was there a jail layoff
 - a. Lost 4 staff
 - b. Did not replace the positions
 - iii. County vacating annex building
 1. Dispatch will move to old CMH Building
 2. Civic center addition to house storage for dispatch
 - iv. Joint Facility Funding
 1. Still looking into have a mutually owned jail between two counties

(B) County Commissioners:

- a. Kaliseum
 - i. Work continuing to move forward
 - ii. Damage done is from the inside, not the outside
- b. County Commissioner Craig Crambell resigned effective immediately
 - i. District 6, Kalkaska Township Precinct #1
 - ii. Looking for replacement

(C) Hospital – No Report

(D) Drain Commissioner/Manistee Lake Improvement

- a. No news to report

Treasurers Report:

- Tax bills have been mailed out
- Now am authorized on all account for Township
- Still working on Fire Board Accounts

General Fund: 568,622.65
Tax Account: 20,713.73
Road Millage: 19,989.04
Cash on Hand: 200.00

Michigan CLASS

All Accounts: 724,230,.52
Corporate: 204,131.51
Road Millage: 102,065.59
Improvement: 346,938.44
Metro: 43,529.31
LCSA: 27,566.03

Motion by Gentelia, second by Delaney, to approve Treasurers Report. A voice vote was taken. All Ayes. Motion Carried.

PUBLIC INPUT ON BUSINESS ITEM (as listed on the agenda): 5:52 PM

J. Porter, Certified General Appraiser, Real Estate Appraiser – really don't know what BS&A is used for, record keeping should be available at the county. It would be easier if there is somewhere to go to get records

OLD BUSINESS:

(A) ARPA Funds Update

(B) Electronic Sign

- Obtained quotes for electronic sign
- Is a way to communicate with residents
- Cost is high
- Check with MTA Group

(C) Branch Library

- Things are starting to move
- Equipment and computers will begin showing up
- Propose to be open Monday mornings & Thursday afternoons
- Motion by Gentelia, second by Moses, to provide a key to Kalkaska County Library to have access to township building. A roll call vote was taken: Ayes – Phillips, Delaney, Moses, Gentelia; Nays – None; Absent – Hoffman. Motion Carried
- Services will begin in January

- i. Begin with HOLD System
 - ii. Initial Order System
- f. Plan to have Broadband access with little to no cost for the township

NEW BUSINESS:

(A) Consider Approval of Garage Door Bids

- a. Garage Door Services - \$5,163.00
- b. JM Door - \$1,846.60
- c. Motion by Phillips, second by Delaney, to accept the bid from JM Door of \$1,846.60 and have Clerk contact both vendors and contact electrician to complete required electrical work for garage door openers. A roll call vote was taken: Ayes – Delaney, Moses, Gentelia, Phillips; Nays – None; Absent – Hoffman. Motion Carried

(B) Consider Approval of BS&A Proposal

- a. Requested a new proposal for General Ledger and Accounts Payable. Ensure it can tie into Tax & Assessing
- b. Tax & Assessing will be upgraded with access to some tax & assessing information for residents
- c. Motion by Gentelia, second by Moses, to accept proposal from BS&A for up to \$27,000. A roll call vote was taken: Ayes – Moses, Gentelia, Phillips, Delaney; Nays – None; Absent – Hoffman. Motion Carried.

(C) Consider Approval of 2024 Board Meeting Dates

- a. Motion by Phillips, second by Moses, to approve 2024 Board Meeting dates. All Ayes. Motion Carried.

(D) Consider Approval of 2024 Holiday Schedule

- a. Motion by Gentelia, second by Delaney, to approve 2024 Holiday Schedule. All Ayes. Motion Carried.

(E) Consider Approval of Security Camera Proposal for CETA Hall

- a. CETA Hall Board provided minutes from their last board meeting approving the security cameras
- b. Will be used to monitor recycling bins for illegal dumping
- c. Will also include exterior cameras to monitor CETA Hall building
- d. Motion by Gentelia, second by Moses, to accept Security Camera proposal for CETA Hall. A roll call vote was taken: Ayes – Gentelia, Phillips, Delaney, Moses; Nays – None; Absent – Hoffman. Motion Carried.

(F) Consider Approval of Proposal for Dock & Buoy Installation/Removal at Sands Park

- a. Bid is for 2024, with option for 2025 in the amount of \$1,500
- b. Motion by Delaney, second by Moses, to accept proposal for dock and buoy installation/removal at Sands Park. A roll call vote was taken: Ayes – Phillips, Delaney, Moses, Gentelia; Nays – None; Absent – Hoffman. Motion Carried.

Approval of Bills:

- A Motion by Phillips second by Delaney, to approve \$47,028.42 to pay December bills and approved proposals/bids. A roll call vote was taken: Ayes – Delaney, Moses, Gentelia, Phillips; Nays – None; Absent – Hoffman. Motion Carried.

Public Comment: Started at – 7:19 PM

- T. Maule –
 - Land Division Question
 - Decision letter of approval for land split with no conditions is still applicable?
 - Yes
 - Library coming in, advise the township have a secure network separate from the library
- J. Porter
 - Small township have same laws as big cities
 - People don't realize what you guys (Board) are up against
 - Appreciate what you guys do and are doing
- P. Whiteford
 - Electronic sign
 - Smaller sign
 - Is there a study to see if it is effective at 55 mph
- D. Maule – Property Tax Question. Will ask offline
- S. Murray
 - Cameras at CETA Hall
 - I rely on recycling
 - Appreciate what board is doing to keep them there

Adjournment:

Motion to adjourn at 6:33p.m. by Gentelia, **second** by Moses. All Aye, Motion Carried.

Next meeting Monday, January 8, 2024 at 5:00 PM

Gayenell Gentelia
Clerk, Coldsprings Township