

SHERIDAN TOWNSHIP -MECOSTA COUNTY

Desk of the Clerk- Christina Martin

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****APPROVED ****

MINUTES: November 2, 2017- 7:00pm Supervisor Vern Young called the meeting to order at 7:02 pm with the pledge to the flag. Roll call shows present Vern Young, Christina Martin, Shirley Sprague, and Butch Hardenburgh. Johanna Hopkins let us know ahead of time that she may be a bit late. Also present 4 visitors. Vern thanked everyone for coming.

ADDITIONS TO THE AGENDA: Under New Business: New Plat books available. **Motion was made** by Christina, seconded by Shirley to accept the agenda with the changes. **Motion carried.**

NEW BUSINESS:

New Plat books available: **Motion was made** by Christina, seconded by Shirley to purchase 6 plat books. **Motion carried.**

Website- discussion on website. Johanna came in at 7:10pm during discussion. Christina will do some checking to see if we can find someone to possibly help us with our website.

Resolution 2017-12 to Opt in or Opt out for Marihuana facilities- Discussion was made. Opt In means allowing facilities within the Township- Opt Out means This resolution declines to adopt an ordinance authorizing any of the five types of medical marihuana facilities within the Township. No marihuana facilities shall operate in Sheridan Township. **Motion was made** by Vern Young, seconded by Christina Martin to Opt Out of Marihuana facilities for Sheridan Township. Roll Call vote shows all ayes- no nays. **Resolution carried.**

MTA's June 2017 article on Correspondence & Meeting notes- Christina stated that if she is responsible for FOIA that she really needs to get training on it. Jerrilynn Strong also indicated that she would like to attend the training.

PUBLIC COMMENT: Jerrilynn Strong gave a Commissioner's report on plat book, budget, morgue, Dodge charger, and Education coordinator. Vern asked Jerrilynn about the progress on Chippewa Lake Road. Hopefully within 2 weeks the road will be completed.

ASSESSOR'S REPORT: 49 parcels were done this month.

MINUTES FROM 10/5/17: Shirley would like corrected under Public Comment: Shirley didn't believe that they could **save up to do** improvements on roads **just maintenance**. **Motion was made** by Johanna, seconded by Shirley to approve the minutes with the correction. **Motion carried.**

TREASURER'S REPORT: The Treasurer shows a balance of \$116,704.11 in the General Fund Account and a CD worth \$50,000. Treasurer's report for Winchester Subdivision Special Assessment Account shows a balance of \$1207.93. Treasurer's report for Lackies Birch Haven #1, 2, 3, & 7 Special Assessment Account shows a balance of \$1489.06. **Motion was made** by Christina, seconded by Johanna, to accept the Treasurers' reports as presented. **Motion carried.**

CLERK'S REPORT AND BILLS TO BE PAID: General fund: checks 10035, 10037, 10039, 10047 thru 10056 and check # 1261 for Lackies Birch Haven, and check 1081 for Winchester Sub Division payment totaling: \$ 10,642.27. (Error last month on the 941 payment.) Treasurer deposited the wrong amount. Approved at last meeting to pay was \$770.40 for the 941-United States Treasury. \$2,359.70 was paid. Clerk left the \$770.40 in her register, \$766.54 for this month's quarterly, and \$822.76 left on ledger for next months and probably 1st Quarter 2018- Treasurer will have to call and have applied correctly. **Discussion on 941.** Shirley talked to Mike at MTA and he stated the Clerk could make the 941 payment and that we were going above and beyond what was required. She also said they told her that she should have a week or more to make the 941 payment. Christina said that it was not right according to the The United Sates Treasury, Cindy Davis with MTA, and everything that she had read for the clerk to initiate the payment and make the payment and that she was not going to do it. Vern pointed out that no December payment was going to made next month with Shirley's absence because of the overpayment. Christina told Shirley that she has to follow the ledger and only pay the approved amounts. Christina explained again that the report goes out quarterly that shows what was already deposited for the quarter and the payments go out monthly after they are approved at the meetings. It will show up on the register as United States Treasury. Christina stated that she gave Shirley a step by step guide to follow 2 months ago that outlines and shows each step of the process. Christina also told Shirley that she would have to call US Treasury and have the \$1589.30 applied to the 4th Quarter 2017 and when she does call to check and see what the actual deadline is for the payment. Christina had just always followed the Michigan Department of Treasury Guidelines and paid them as soon as payroll was issued. Winter Tax Account \$5,776.43, Summer Tax Account \$327,811.07, Lackies Birch Haven Account: \$1251.06, Winchester Subdivision Special Assessment: \$1,099.36, General Fund Account: \$107,461.84, CD Account: \$50,000.00 - maturity date 11/19/2020.

CORRESPONDENCE: Mecosta County Board of Commissioners Minutes 10/5 & 10/19. No fire runs were reported by Wheatland Fire Department.

UNFINISHED BUSINESS: New Account for payables. Shirley talked with Isabella Bank on a Future Growth CD. Interest rate is .25 vs our .12 for our general account. With the CD we can add to it any anytime. Board discussion on how much should be moved. Shirley said Revenue Sharing pays every other month. **Motion was made** by Johanna, seconded by Shirley to move \$60,000.00 from the General Fund into a 1 year Future Growth CD with Isabella Bank called Growth Fund. **Motion Carried.**

PUBLIC COMMENT: n/a

BOARD COMMENT-CHECK LIST FROM PRIOR MEETING UPDATE: Christina reported that the MI Municipal League standard audit went very well. We do need liability certificates for Gage Corwin and John Rettinger signed and notarized for the auditor. Christina sent them out in the mail and is still waiting for them to come back.

Christina also let the board know that Anywhere Lawn Care Contract ends 12/31/17 and is up for renewal. Dave will get us a new contract and we are likely to have an increase with it. He hasn't changed his contract amount for many years. Discussion on having others also bid for the lawn care. Duane Martin made comment that you need to go with someone that does it as a business. Vern will make a few calls with others that may be interested. Christina commented that they need to know it is trimming, mowing, and clean-up of leaves and periodic branches.

Shirley gave a report on the MTA seminar that she attended. Special vs Regular meetings, Quorum of 2 or more Board of Review members, veterans exemptions, and minutes of Board of Review showing only action taken. Shirley also discussed emails back and forth to board members. If anyone sends an email with all names present we can only send our response back to the individual that sent it not everyone attached. Butch also commented on MTA seminar. Elections- discussion on Clerk's giving authority to another Township or County and marihuana information. Jerrilynn Strong asked if MTA discussed Bed & Breakfast or Leases on homes.

Shirley said she was in contact with Christine Conley Sowles and everything was good there. Christina said she would email her a bank statement each month because the bank can't send them one because they are not signers on the account.

Christina checked with Steve Lobert on the Resolution for Lackies Birch Haven and he said to check with the register of deeds. Christina had emailed her but had not received any information back. Jerrilynn Strong said she would be there tomorrow and could check in with her.

Christina had John Rettinger sign the snowplowing contract and she sent him a liability form to send back notarized. Christina stated that she should get her notary.

Christina had also contacted Steve Schroeder at the county to make sure emergency information was updated but did not hear back from him. She would call or email again to make sure he got it updated.

Christina sent the information to the Department of Treasury to file 941 quarterlies on line and it stated that they would be sending confirmation by mail within the month.

Vern will check with Gage on the cemetery contract liability and if he is not willing to continue his contract Vern will contact other sextons to give us bids. Vern had also not heard back from Broomfield Township Supervisor with their sexton information. He will check back with him. Christina gave Vern contacts for Garth Sherman and John Noller to contact that do sexton work for surrounding Townships.

Audrey asked the board about the junk ordinance on 13 mile and 60th Avenue- Its deadline was October 11, 2017 and was not on our agenda list. Vern will check into it.

Christina thanked Vern for fixing the plumbing in the bathroom at the Township Hall.

Butch asked the Board about the support for nonprofit-Library support. Christina said it was recommended by Audrey DuBois, former Trustee, that the Library be paid in the month of November because of matching support. Audrey was at tonight's meeting and did recall that meeting and the reasoning why it was paid then. It was also voted on at Annual Meeting that \$300.00 be budgeted (\$100.00 each to the 3 libraries one time a year). Christina and Vern will look after the meeting to see how the minutes were written for that meeting.

APPROVED PROJECTS: Vern asked Shirley if she had used the \$13.93 Credit Visa card yet. Shirley had not purchased anything yet with it. Christina will work with the example that Marcee gave the Board to come up with a rough draft of the millage and will send it to the Board Members prior to the next meeting. Wording for the millage was recommended by Kevin, fire chief at Wheatland, that it state fire and or rescue. Christina said we should all be thinking about if the millage passes, will we continue to charge fire runs. Discussion on Fire Run Charges.

Motion was made by Johanna, seconded by Shirley, to adjourn at 8:48pm. **Meeting adjourned.**

Written by:

Christina L. Martin

