Leavitt Township Minutes for March 8, 2021

Via Zoom 7 PM (tentatively)

Call Meeting to Order by Emma @ 7:53 PM

Present: Emma Kirwin, Matt Thompson, Levi Porter, Rosemary Aiken, and Naomi Oomen

Guests: Al Purdy, Paul Erickson, Jim Yancey

**Public input**- none at this time

**Approval of Agenda** –Motion made by Emma 2nd by Rosemary to accept agenda as presented. All aye motion carried

**Approval of Minutes**- Motion to accept the Feb 8th Meeting Minutes as amended to change the date to Feb 8th not 9th, and also change wording of “pay” to “approve cost of training” instead at the bottom by Rosemary 2nd by Emma. All ayes motion carried

**Treasurer’s Report** – WSB cd is at $27,745.44 at this time and it matures in May. He is working to get David’s name off that account and will go back to bank on 3-9-21.

**Clerk’s Report**- nothing to report

**Supervisor’s Report**-will touch on each subject as we get to them on agenda

**Old Business** – Emails- these need to be stored and backed up by the 18th of March so that the switch to Network Solutions can be made.

Motion made by Rosemary and 2nd by Emma to pay the bills as presented. All aye motion carried.

**New Business** - A. 2021-2022 Proposed Budget – Tabled at this time. Motion made by ?? and 2nd by ?? to hold a special meeting on Saturday March 13, 2021 at noon to work on and pass the budget. Naomi said 1 hour time limit. All aye motion carried.

B. Vandalism at the hall – Jons to Go has replaced porta potty at the hall twice due to someone dumping sewage from a bucket into the porta potty, around the ground area, and all over inside the unit. They are not willing to do it a 3rd time. Options include locking it for a while, not having one there, camera system to try to catch the person. Matt said he would try to put a camera up to see if any vandalism is caught.

C. Resolution from Oceana County Sheriff- Resolution 2021-2 Motion to accept the contract with OCSD made by Naomi and 2nd by Matt. All aye motion carried.

D. Bids for Mowing- Motion made by Emma to accept the hall and cemetery spring cleanup and mowing bid submitted by Al’s snowplowing 2nd by Rosemary ? and will table the Campbell Lake bid that was submitted and Naomi did not have at time of opening bids until April meeting. Roll Call vote: Emma yes, Rosemary yes, Levi yes, Matt yes, Naomi yes Motion carried.

E. Ordinance Amendment AUME – we do not have language from attorney at this time. Motion made by Emma and 2nd by Levi to hold Special Meeting on Wednesday March 10, 2021 at 2pm. Roll Call vote: Emma yes, Levi yes, Matt yes, Rosemary yes, Naomi no 4-1 motion carried.

F. Policy on AUME deposits and checks – discussion that Matt (treasurer) will do deposits and Naomi (clerk) will write checks for the account. Please submit invoices 10 days prior to meeting just like general fund invoices. Payment of Admin fee will be discussed at Special meeting March 13th what that will entail.

G. Waiver of Fees (Winter Tax)- Due to address and treasurer change Matt was advised by County Treasurer to waive late fees for the Winter 2020 tax season. Motion made by Emma and 2nd by Levi to follow county treasurer’s advice. All aye motion carried.

H. OCRC Brining, Matching Funds, Grading Hall Lot- Motion made by Levi to accept the bid for Great Lakes Chloride for 1 brine at the bid estimate of $18,978.96 for the 2021-2022 fiscal year and 2nd by Matt. Roll Call vote: Levi yes, Matt yes, Rosemary yes, Naomi yes, Emma yes Motion carried.

Matching funds and grading of hall parking lot tabled at this time

1. Audits – Going to try to get these complete by April meeting for past 5 years for insurance company.

Organizational Business:

1. Point and Pay- this is not required for the township to have. Motion made by Matt and 2nd by Emma to not have a credit card option for the 2021 tax year. Roll Call vote: Matt yes, Emma yes, Levi yes, Naomi yes, Rosemary yes all aye motion carried
2. Administration fee- Leavitt does not have an admin fee on tax bill we are 1 of 2 townships in the county that does not. Motion made by Matt and 2nd by Naomi to assess a 1% admin fee to the tax bills. This would go to the general fund that could be used to offset the CDS bill, treasurer fees, and dept. treasurer wages. Roll Call vote: Matt yes, Levi no, Emma yes, Rosemary yes, Naomi no 3-2 motion carried
3. Policy and Procedure development – Tabled at this time
4. Assessor for 2021-2022 – Darwin Appraisal Services will continue at the same rate of pay at $750 a month for the 2021-2022 fiscal year.
5. Special Meeting Pay – this was changed last year and will be discussed at special meeting 3-13-21
6. Pay of Election Workers – They will continue with the same rate of pay Chairperson $13.00 an hour and workers are $12.00 an hour
7. Pay of Board of Review- They will continue with the same rate of pay at $12.00 an hour (min 3 hours)
8. Duties of deputies and pay for deputies- tabled at this time
9. Township address and letterhead – Address is 2401 184th Ave PO Box 85 letterhead is tabled at this time
10. Schedule of Meetings for 2021-2022- Motion made by Naomi and 2nd by Matt to keep meetings 2nd Monday of the month at 7 pm and the budget hearing to be at 6:30 pm prior to the regular March meeting. All aye motion carried
11. Update to contact information-
12. Mileage rate- Motion made by Matt to keep mileage rate at $0.50 per mile outside the township travel and 2nd by Emma. All aye motion carried
13. Set Up Committees – tabled at this time

**Public Input-** Al- Parking lot- paving? Should look into reclaimed road gravel. He will check with Noah VanderZande for pricing to get an idea.

Motion made by Levi 2nd by Rosemary to adjourn at 9:10 pm. All aye motion carried.

Respectfully Submitted,

Naomi Oomen, clerk

Minutes Approved: