

**APPROVED MINUTES
COLDSPRINGS TOWNSHIP
REGULAR BOARD MEETING MINUTES
HELD ELECTRONICALLY VIA ZOOM
MONDAY, DECEMBER 14, 2020 7:00 P.M.**

APPROVED
January 11, 2021
JK

Supervisor Hoffman called the meeting to order at 7:00 p.m.

Board members present at roll call were Supervisor Hoffman, Clerk Gentelia, Treasurer Smith, Trustee Schaller and Trustee Delaney. Seven members of the public were present, including Deputy Ashley Van Sloten, Township Assessor Sally Akerley and Sheriff Whiteford

Adoption of the Agenda: A **Motion** by Delaney, **second** by Smith, to adopt the agenda as presented. A roll call vote was taken: Ayes – Schaller, Delaney, Smith, Gentelia, Hoffman; Nays – None; Absent – None. Motion Carried.

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

None were presented.

Approval of Minutes from the November 9, 2020 Regular Board Meeting: **Motion** by Smith, **second** by Delaney, to approve the Regular Board Meeting minutes as presented. A roll call vote was taken: Ayes – Delaney, Smith, Gentelia, Hoffman, Schaller; Nays – None; Absent – None. Motion Carried.

Correspondence:

(A) Designated Assessor

- a. Supervisor Hoffman briefed the Board on the BOC Meeting for Designated Assessor.
- b. Motion by Gentelia, second by Smith, to approve Supervisor Hoffman signing documents regarding the hiring of the Designated Assessor for Kalkaska County. A roll call vote was taken: Ayes – Smith, Gentelia, Hoffman, Schaller, Delaney; Nays – None; Absent – None. Motion Carried

(B) December Blazer Bulletin

Assessors Report:

Memorandum

December 1, 2020

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 2020

As a reminder, the December Board of Review is scheduled to meet Tuesday December 15 at 5:00pm to correct clerical errors and mutual mistakes of fact. With the covid-19 situation continuing to keep so many things in a state of uncertainty, especially when it comes to physically assembling, I guess we'll play it by ear on how best to accommodate our statutory duties. Zoom meetings are great---however, it doesn't offer us an easy venue to SIGN the necessary petitions and paperwork. We'll get through it somehow (like so many other things). The mantra of 2020!

Importantly, the Kalkaska County Board of Commissioners held two special meetings recently to work toward the implementation of the “designated assessor” position (Nov 25 and Nov 30). It was determined, based on a consensus of townships, that Joe Porterfield, the Wexford County Equalization Director, will serve as Kalkaska County’s Designated Assessor. As a matter of procedure, and for those supervisors unable to attend, the BOC will be mailing the interlocal agreements to the township clerks with the expectation that the document be signed and returned to the BOC by year end, if not earlier.

As a recap, the assessment administration practices of all townships in Michigan’s 83 counties are audited every five years. This is referred to as AMAR (Audit of Minimum Assessing Requirements). No two audits are exactly the same. Interestingly, not all of the reviewed items are areas specifically under the assessor’s control. Sometimes generalized township policies are under review. We all need to be prepared and ready to remedy any cited deficiencies. Public Act 660 of 2018 amended the General Property Tax Act and instituted the position of the designated assessor. They serve for five-year terms, are paid by the township(s) requiring their services ONLY in a situation where the township’s assessor of record is unable to remedy a cited AMAR deficiency.

Two important notes:

1. Kalkaska County is subject to an AMAR this year—however, it is not subject to the new designated assessor/PA 660 rules yet. The entry into contract with the D.A. right now is to get these individuals firmly vetted and in place for the new system beginning in 2022.
2. I may be providing the township with some additional resolutions for passage, if they have not already been enacted. I expect to share these in January.

December will be a busy month, as I work toward finalizing site inspections for new construction projects. If ever you see anything being built without a permit, please call my office to alert me. These situations are always opportunities to educate property owners, alert them to the need for permits and assure everyone is paying only their “fair share”.

FIVE (5) Land Divisions/Lot Line Adjustments/Combinations were processed this year:

- 2020-001--MILLER
- 2020-002—DIPPMAN/THRASHER
- 2020-003—denied (no payment expected)
- 2020-004--VANHORN
- 2020-005--ZOBEL
- 2020-00--HARRIS

Personal Property Statements will be mailed by year end. If you are aware of any new small business that is operating in the township, please contact me so that I can get them the necessary paperwork to exempt them from personal property taxes. Those businesses with less than 80,000 of True Cash Value of eligible personal property are exempt from taxation—but they must file the necessary form (Small Business Property Tax Exemption Claim Under MCL 211.9o)

Contact me if you have questions or concerns.

--Sally

Committee Reports:

(A) Planning & Maintenance: Trustee Schaller reported

- a. Cemetery
 - i. Blew leaves for 9 hours over 2 day
 - ii. Grass has been mowed for final time before winter
 - iii. Flags were removed for the winter
- b. Township Hall
 - i. Need to address foundation in the Spring
- c. Park
 - i. Bathrooms are now locked and will open again on April 30
 - ii. New Swim Buoys will be needed for the Spring
 - iii. Boyd Landscaping has removed the trees
 - iv. Contacting Sheriff’s Crew to help with clean-up in the Spring

- (B) **Fireboard:** Supervisor Hoffman presented the minutes for the December 2, 2020 Fire Board Meeting. Meetings are still being held outside in the parking lot. Fire Fighters had year-end check-ups. Next meetings will probably be held via Zoom. The Fire Hall is currently closed to the public. A complete copy of the minutes is on file in the clerks' office.
- (C) **Road Commission:** Trustee Delaney attended.

Road Committee Report

Coldsprings Township Board Meeting

December 14, 2020

1. The following is a recap of the most recent Kalkaska County Road Commission meeting held on November 11, 2020.

a. I advised the KCRC Board that Coldsprings Township would like to focus on fixing Covert Road (Twin Lake Road to Cunningham) as our road project for 2021. John Rogers or Jeff Root will get with me on the next steps.

b. The primary focus of this meeting was to discuss details of the 2021 budget. Actual results for 2020 are expected to be a deficit of approximately \$323,000 due to COVID-19 impact. 2021 budget is still preliminary until made final at the December 16th Board meeting. The following are the construction projects in the proposed 2021 budget:

i. Fixing the closure of CR-571 due to flooding. Still a complicated situation with input needed from many parties.

ii. CR-612 from Crawford Lake intersection to Pothole Corners.

iii. CR-612 from E. Shore Drive to Bear Lake Road. Wedge and cap.

iv. Matching grants for township road projects of \$100,000. 80/20 match and first come, first serve. Rapid River has already committed to their project which reduces the \$100,000 pool.

c. Lengthy meeting was followed by the KCRC's Open House where the pork BBQ was delicious!

2. Over the next couple weeks, I had several conversations and emails with John Rogers of the KCRC and Gary Crawford of Todd's Welding Service regarding the Covert Road project. Todd's Welding gave us their bid from January 2020 of \$492,000. Gary said the road requires an entire rebuild. There is not much gravel left so there is nothing really left to save. The existing ditches do not work. This project will take extensive ditching work, shaping and many culverts.

Subsequent discussions with John Rogers and Ray Hoffman have hopefully formulated a plan moving forward. Based upon the expected Coldsprings Township contribution to the project, KCRC will do a full 20% match. John Rogers will bid out the Covert Road project along with the 612/571 project. KCRC expects to get 3-4 bids and looks for contractors to lower the Covert Road price as they will gain some economies of scale by already having their equipment in the area. Requests for bids generally will go out in February. John will look closer at Covert Road for accurate bid specs.

Rick Delaney
Coldsprings Township Trustee

- (D) **Sheriff Department:** Deputy VanSloten was in attendance
- We should be receiving our Annual Contracts in the mail soon.
 - Deputy Hawkins should be returning to work soon
 - Deputy Van Sloten has done a wonderful job and we appreciate her work while covering for Deputy Hawkins...Thank you Deputy Van Sloten
 - Doing well with Quality and Safety

(E) **County Commissioners:**

- a. New Commissioners will be sworn in tomorrow
- b. BOC is working on budget, \$300,000 short, they are trying to finalize it.
- c. Going to be a tough year
- d. Prosecutor is trying to part-time assistant to a full-time position
- e. Commissioners meeting @ township hall
 - i. The Supervisor would like the County Commission to invite township supervisors to attend County Affairs Committee meetings and work toward incorporating a noise ordinance into the current County Nuisance Ordinance

(F) Hospital:

- a. Met on December 1
- b. Normal business handled
- c. Will begin vaccinating LT and employees on Thursday

Treasurers Report:

- Various Accounts Balance - \$450,692.63
- General Fund Balance - \$323,757.52
- Tax Account Balance - \$112.97
- Cash on Hand - \$200.00

Motion by Gentelia, **supported** by Hoffman, to accept the Treasurers' report as presented. A roll call vote was taken: Ayes – Smith, Gentelia, Hoffman, Schaller, Delaney; Nays – None; Absent – None. Motion Carried

PUBLIC INPUT ON BUSINESS ITEM (as listed on the agenda): None

Old Business: None

New Business:

(A) CONSIDER ACCEPTANCE OF BID FOR REPAIR OF COVERT ROAD:

- a. Opportunity to get 20% match from KRRC to fix Covert Road
- b. **Motion** by Gentelia, **second** by Hoffman, to approve moving forward with KCRC pursuing bids to rebuild Covert Road from Cunningham to Twin Lake Road. A roll call vote was taken: Ayes – Hoffman, Schaller, Delaney, Smith, Gentelia; Nays – None; Absent – None. Motion Carried.

(B) REVIEW AND DISCUSS COLDSPRINGS TOWNSHIP COLUMBARIUM MEMORIAL NICHE PURCHASE GUIDELINES:

- a. Reviewed Niche Purchase Guidelines
 - i. Recommended by Scott Waldorf to create standards for the Niche design
 - ii. Height in policy is based on internment
 - iii. No additional ornamentation is to avoid clutter and to standardize the look
- b. **Motion** by Gentelia, **second** by smith, to adopt Niche Purchase Guidelines as an additional policy to the cemetery policy. A roll call vote was taken: Ayes – Hoffman, Schaller, Delaney, Smith, Gentelia; Nays – None; Absent – None. Motion Carried.

(C) CONSIDER APPROVING CLERK OBTAIN BIDS/QUOTES FOR NEW WEBSITE:

- a. Current website admin has submitted a letter of intent to not continue providing service
- b. Current website is outdated
- c. **Motion** by Smith, **second** by Gentelia, to approve Clerk request proposals for a new website. A roll call vote was taken: Ayes – Gentelia, Hoffman, Schaller, Delaney, Smith; Nays – None; Absent – None. Motion Carried.
- d.

(D) CONSIDER APPROVING MANCELONA PUBLIC SCHOOLS REQUEST TO COLLECT THE DISTRICT'S SUMMER SCHOOL PROPERTY TAXES FOR 2021:

- a. This is an annual process in order for MPS to collect summer property taxes.

- b. **Motion** by Gentelia, **second** by smith, to approve the Annual Agreement with Mancelona Public Schools. A roll call vote was taken: Ayes – Hoffman, Schaller, Delaney, Smith, Gentelia; Nays – None; Absent – None. Motion Carried.

(E) CONSIDER APPROVING TBAISD’S REQUEST TO COLLECT SUMMER PROPERTY TAXES FOR 2021:

- a. This is an annual process in order for TBAISD to collect summer property taxes.
- b. **Motion** by Gentelia, **second** by Schaller, to approve the Annual Agreement with TBAISD. A roll call vote was taken: Ayes – Schaller, Delaney, Smith, Gentelia, Hoffman; Nays – None; Absent – None. Motion Carried.
- c.

Approval of Bills:

Bills were reviewed. The total of bills to be paid is \$36,219.19, including the Charter bill that has not yet been received. A **Motion** by Delaney, **Second** by Schaller, to approve paying the bills as presented. A roll call vote was taken: Ayes – Schaller, Delaney, Smith, Gentelia, Hoffman; Nays – None; Absent – None. Motion Carried.

Public Comment: Started at – 8:16

(A) Friends of the Library Annual Basket Silent Auction

(B) Board or Review Meeting is scheduled for tomorrow at 5PM at the Township Hall

Adjournment:

Motion to adjourn at 8:18 p.m. by Smith. **Second** by Gentelia vote was taken: Ayes –Hoffman, Gentelia, Smith, Schaller, Delaney; Nays – None; Absent – None. Motion Carried.

Next meeting Monday, January 11, 2021

Gayenell Gentelia
Clerk, Coldsprings Township