

**Minutes of the (Regular) Meeting of the  
Brown Township Board  
January 13<sup>th</sup>, 2021**

**1. Call to Order**

Paul Adamski called the regular business meeting of the Brown Township board at 7:03 p.m. on January 13<sup>th</sup>, 2021. The meeting was held via conference call due to Covid-19 restrictions.

**2. Roll Call**

Deborah Knutson conducted a roll call: Paul Adamski, Deborah Knutson, Lani Millsap, Tim Joseph and Paul Wondolowski were present.

**3. Approve the Agenda**

Tim Joseph motioned to approve the meeting agenda as presented; Paul Wondolowski seconded.

**4. Public Comment**

No public comment.

**5. Approval of Minutes from the previous meeting**

Tim Joseph motioned to approve the minutes of the December 9<sup>th</sup>, 2020 minutes as presented. Paul Wondolowski seconded.

**6. Reports**

**Supervisor** – Paul Adamski reported that there were 2 Land Use Applications. Numbers #1430 on Lyman Road and #1431 on River Road.

**Clerk** – Deborah Knutson reported that she got the new laptop from Jackpine and that it has been very helpful for her new position as clerk. She was called on by the county clerk to help with a recount for the November election for Arcadia Township. She had a few phone consultations with Paula from A Plus Accounting to help her set up payroll in Quickbooks as well as help with the W-2s and 1099s.

This coming Saturday there will be a Risk Limiting Audit for the November Election that will be a public event. Lani Millsap will be helping her with this. When talking with the Accountant, she suggested that we keep I-9 forms for all employees. She will be giving these out to all employees in the near future. There were 3 EMS, 1 Fire and 1 Fire/EMS runs from Onekama Township.

**Treasurer** – Lani Millsap presented checks #13682 to #13705 for payments. Total disbursements: \$15,462.71. Moved by Tim Joseph; seconded by Paul Wondolowski and passed to pay the bills as presented. The Treasurer's Report was received showing a current passbook balance of \$306,222.00.

**Assessor** – Paul Adamski reported that Board of Review met December 15<sup>th</sup>. There were 6 petitions; 5 were PRE and 1 was a poverty exemption.

**Planning Commission** – Tim Joseph reported that the Planning Commission cancelled December and January's meetings due to Covid-19 restrictions.

## **7. Old Business**

- a. Township Website – Deborah Knutson contacted MS Creative to tell them we will reschedule once we are able to meet in person. Lani Millsap made a motion to table this item; Deborah Knutson seconded it.
- b. Marijuana Funds Legal Review – Lani Millsap reported that a letter from the township's attorney said that the Marijuana Funds are restricted and funds should be put in a separate account. She suggested opening a separate account at Filer Credit Union and that all expenses that were paid relating to the Marijuana licenses will be paid back to the General fund in the future. Paul Wondolowski made a motion that a separate account be opened; Tim Joseph seconded. A separate meeting will be set up in the future to see what expenses need to be paid back to the general fund from the Marijuana funds.

## **8. New Business**

- a. Manistee County Contractual Service for Summer Tax – Tim Joseph made a motion to accept the contract for tax roll services with Manistee County for 2021; Paul Wondolowski seconded.

## **9. Discussion Period**

Paul Adamski mentioned that he is looking into what should be done about emergency services since the M-55 bridge will be out for a year. Normally we would have a 1-year contract with Manistee Township but it may be changed to Stronach Township since they will be closer than Manistee Township.

Paul will be getting a recreational plan update for the county from Rob Carson in the near future.

Lani Millsap mentioned that her job has become a little easier since Deborah Knutson has come on board since they are both using Quickbooks together.

Tim Joseph mentioned that he and Pam Tompke spent quite a few hours at the Hall organizing zoning documents. Tim also mentioned that there is documentation archived in the Hall dating back from the late 1800s.

## **10. Upcoming Events**

Next Board Meeting: February 10th, 2021, 7:00 p.m.

- 11. Adjournment** – Tim Joseph made a motion to adjourn the meeting at 7:45 p.m.; seconded by Paul Wondolowski

Minutes recorded by Deborah Knutson, Clerk.