

**Minutes of the (Regular) Meeting of the
Brown Township Board
December 13, 2023**

1. Call to Order

Paul Adamski called the regular business meeting of the Brown Township board to order at 7:00 p.m. on December 13, 2023.

2. Roll Call

Deborah Knutson conducted a roll call: Paul Adamski – Supervisor, Deborah Knutson - Clerk, Melissa Hughey – Treasurer, Paul Wondolowski - Trustee and Tim Joseph – Trustee were present. Also, Chip Wood – Chairperson of the Planning Commission was also present.

3. Approve the Agenda

Tim Joseph made a motion to approve the meeting agenda; Paul Wondolowski seconded. Motion carried.

4. Public Comment

No public comment.

5. Approval of Minutes from the previous meeting

Tim Joseph made a motion to approve the minutes of the November 8, 2023 meeting; Paul Wondolowski seconded. Motion carried.

6. Reports

Supervisor – Paul Adamski reported that Board of Review met yesterday. There was only one Poverty Exemption that was denied because of income. He received land use permit #1463 for an addition on a house on the corner of Kerry Road and Kenny Road. He also mentioned that Bear Lake Township will be finishing Milarch Road to 8 Mile Road.

Clerk – Deborah Knutson reported that the Audit went well. There are a few changes that will have to be dealt with in the coming months. She has received a few phone calls showing interest in the Farmers Market idea that was included in the tax bills.

Treasurer – Melissa Hughey reported that tax bills were sent out December 1st. She will hold office hours December 27th, February 14th and February 29th from 9:00 to 5:00. She presented financial reports showing check #14578 to #14605 for payments. Total disbursements of \$19,947.31. Tim Joseph made a motion to pay the bills; Paul Wondolowski seconded. Motion carried. The Treasurer’s Report was received showing a current balance of \$447,165.78.

Assessor – No report was given.

Planning Commission – No report given here.

7. New Business

- a. Manistee County Contractual Tax Agreement and 2024 SET Tax Collection – Tim Joseph made a motion to accept the Manistee County Contractual Tax Agreement; Melissa Hughey seconded. Motion passed. Tim Joseph made a motion to accept the 2024 SET Tax Collection Agreement; Paul Wondolowski seconded. Motion passed.
- b. 2024 Meeting Dates – Tim Joseph made a motion to accept the 2024 Meeting Dates as presented; Paul Wondolowski seconded. Motion passed.
- c. Master Plan - Chip Wood, Chairperson of the Planning Commission came to discuss the Master Plan and make changes and corrections as needed. A few things were discussed and

changed. Deborah Knutson made a motion stating that the Brown Township Board has reviewed and approved for distribution the proposed Master Plan with the suggested changes; Paul Wondolowski seconded. Roll call vote 5 – yes, 0 – no. Motion passed.

8. Discussion Period

- a. Cameras for Absentee Ballot Box – Deborah Knutson reported that she e-mailed Lindsey Marquardt, County Clerk about what other Township Clerks are using for their security cameras. She received a few emails back about various prices and options. She still needs to find out if it is mandatory and will follow up next month.

9. Upcoming Events

Next Board Meeting – January 10, 2024 at 7:00 p.m.

- 10. Adjournment** – Tim Joseph made a motion to adjourn at 8:06 p.m.; Paul Wondolowski seconded. Meeting adjourned.

Minutes recorded by Deborah Knutson, Clerk.

Minutes approved – January 10, 2023