

**Minutes of the (Regular) Meeting of the  
Brown Township Board  
June 11, 2024**

**1. Call to Order**

Paul Adamski called the regular business meeting of the Brown Township board to order at 7:10 p.m. on June 11, 2024.

**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 and Sylvester Wood – Planning Commission Chair were 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 May 8, 2024 meeting; Paul Wondolowski seconded. Motion carried.

**6. Reports**

**Supervisor** – Paul Adamski reported 2 land use permits. One was for a swimming pool on Coates Hwy. (#1468) and the other was for a new residence on Millarch Rd. (#1469). He also reported on the LAMBDA meeting. There are still issues pertaining to violations on a River Road property that will have to be dealt with. Paul, Tim and Chip will have to get together to look over the Police Power Ordinance to see what needs to be done next.

**Clerk** – Deborah Knutson reported that she attended Election Training for Clerks and Deputies. It was very extensive and she also attended Election Inspector Training with 8 of her Election Inspectors. They will all be certified now for 2 years to work elections. She also was able to give an update on the amount for what it will cost the Township as far as maintenance fees for the 9 days of early voting. Before, it would have cost each Township \$2,400 a year for maintenance but it was suggested that the County buy back-up equipment for \$10,593.00 and that would end up being approximately \$700 a year for each Township. She and Melissa are getting the budget ready for the upcoming Budget Meeting at the end of the month.

**Treasurer** – Melissa Hughey reported that it's been a quiet month. She had a few calls. She has sent the newsletters into the County and will send out tax bills July 1<sup>st</sup>. She will be looking into putting some of the Township funds into Michigan Class after the next fiscal year starts July 1<sup>st</sup>. There will be some things that will have to be set up in QuickBooks to accommodate moving funds from the bank accounts to Michigan Class for accounting purposes. She presented financial reports showing check #14748 to #14773 for payments. Total disbursements of \$11,247.23. 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 \$479,296.52.

**Assessor** – No report given.

**Planning Commission** – Sylvester Wood reported that Chief Road and Archer Road were approved grow licenses with a few changes pertaining to vegetation. Millarch Road is also approved to grow. Judah Holding’s on Chief Road will be having another Public Hearing in regards to adding an additional dryer. The Public Hearing to amend this will be July 8<sup>th</sup>. The Planning Commission was approached by Garry Matthews, President of the Chief Lake Association, wanting clarification on the announcement he saw in the paper regarding enhancements to Chief Lake. This was clarified as being an addition of a picnic table by the boat ramp. The Planning Commission is wrapping up Zoning and hoping for a Public Hearing in August.

**7. New Business**

- a. Cameras – Manistee Telecom – Deborah Knutson reported that because of the proposal that was passed in 2022, the Township will have to get a camera to surveil the Absentee Ballot box. There does not have to be a camera for the old box but once the new box is installed the camera will have to be installed as well. She has received an estimate from Manistee Telecom of \$2,028.00 but this is without seeing what is needed. Chris from Manistee Telecom will be coming by to get a more accurate estimate based on the Township’s needs. Deborah Knutson made a motion to table this until we get a more accurate estimate from Manistee Telecom for next month’s meeting; Tim Joseph seconded. Motion passed.

**8. Discussion Period**

- a. Marketplace – Deborah Knutson reported that she met with Sylvester Wood at the Township Hall to look at the space for the Marketplace. They think there is enough space for 30 to 40 vender spots. As of now, the goal is to open the market on the second Saturday of July from 9:00 a.m. to 12:00 p.m. Sylvester will plan to be at the next trash days to pass out information for the upcoming marketplace. The marketplace will be free to vendors but donations will be gladly accepted for supplies.
- b. Budget Meeting – Deborah mentioned that the Budget meeting is coming up on the 26<sup>th</sup> of June and for the Board to be thinking about expenses that they foresee for the coming fiscal year.
- c. Marijuana – Heritage Farms has 2 licenses that will be expiring at the end of June. As stated of above there will be a Public Hearing regarding an amendment for Judah Holding’s to add an additional dryer. All other licenses are in compliance.

**9. Upcoming Events**

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

- 10. Adjournment** – Tim Joseph made a motion to adjourn at 8:47 p.m.; Paul Wondolowski seconded. Meeting adjourned.

Minutes recorded by Deborah Knutson, Clerk.

Minutes approved – July 10, 2024