

**Minutes of the (Regular) Meeting of the
Brown Township Board
February 14, 2024**

1. Call to Order

Paul Adamski called the regular business meeting of the Brown Township board to order at 7:06 p.m. on February 14, 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 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 January 10, 2024 meeting; Paul Wondolowski seconded. Motion carried.

6. Reports

Supervisor – Paul Adamski reported that Board of Review will meet March 5, 2024 for an Organizational Meeting at 11:30 a.m. and March 12, 2024 from 9:00 a.m. to 3:00 p.m. and March 14, 2024 from 3:00 p.m. to 9:00 p.m. There are no land use applications out at this time. There's been a lot of phone calls.

Clerk – Deborah Knutson reported that she is getting ready for the upcoming election on February 27th. She sent out over a hundred applications and has now sent out the absentee ballots. She's received about half of the ballots back. She is now having to do a separate preliminary test before she sent out the ballots to make sure that the tabulator is tabulating properly. The Public Accuracy Test is scheduled for February 6th at 11:00 a.m. She has also hired 3 new Election Inspectors for the upcoming election. Early Voting starts this coming Saturday, February 17th till Sunday, February 25th. This will be held at Maple Grove Township.

Treasurer – Melissa Hughey reported that she has been busy with the winter tax season. Taxes were due today and she held open office hours from 9:00 to 5:00 at the Township Hall. She presented financial reports showing check #14639 to #14659 for payments. Total disbursements of \$11,795.99. 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 \$451,838.17.

Assessor – No report was given.

Planning Commission – Tim Joseph reported that the Planning Commission is continuing to get feedback from the lawyer on the Zoning Ordinance, such as suggestions for home occupation. There will need to be some changes to solar and wind, conforming to the statewide changes and also mining for sand and gravel.

7. New Business

- a. Manistee Township Fire and Medical Contract – Manistee Township's fee for fire and medical has gone up \$200 making it \$2,200 for the year. The fee for fire calls will be \$250

for the first hour, and \$150 for each additional hour or portion of an hour thereafter. The fee for medical calls will be \$150. Tim Joseph made a motion to accept the contractual agreement for Fire and Medical protection from Manistee Township for 2024; Paul Wondolowski seconded. Roll call vote – 5 – yes, 0 – no. Motion carried.

- b. Brown Township Resolution for Poverty Exemption Guidelines – This is done yearly ahead of Board of Review in March. The resolution was offered by Melissa Hughey; seconded by Tim Joseph. Roll call vote – 5 – yes, 0 – no. Resolution passed.

8. Discussion Period

- a. Investment Policy – Deborah and Melissa have been working together on a Resolution and Investment Policy for the Township. This is needed for Michigan CLASS. After some discussion, Deborah will reach out to the Township Attorney to look over what we have so far and have it ready for March’s meeting.

9. Upcoming Events

Next Board Meeting – March 13, 2024 at 7:00 p.m.

Presidential Primary – Tuesday, February 27, 2024 from 7:00 a.m. to 8:00 p.m.

Treasurer Office Hours – Thursday, February 29, 2024 from 9:00 a.m. to 5:00 p.m.

Board of Review (Organizational Meeting) – Tuesday, March 5, 2024 at 11:30 a.m.

Board of Review Tuesday, March 12 from 9:00 a.m. to 3:00 p.m.

Board of Review – Thursday, March 14, 2024 from 3:00 p.m. to 9:00 p.m.

- 10. Adjournment** – Tim Joseph made a motion to adjourn at 8:35 p.m.; Paul Wondolowski seconded. Meeting adjourned.

Minutes recorded by Deborah Knutson, Clerk.

Minutes approved – March 13, 2024