

**Minutes of the (Regular) Meeting of the
Brown Township Board
April 13, 2022**

1. Call to Order

Paul Adamski called the regular business meeting of the Brown Township board to order at 7:03 p.m. on April 13, 2022.

2. Roll Call

Deborah Knutson conducted a roll call: Paul Adamski, Deborah Knutson, Lani Millsap, Tim Joseph and Paul Wondolowski were present. Others in attendance were Rob Carson from Networks Northwest, Jared Litwiller the Assessor and Sandy Nelson from the Planning Commission.

3. Approve the Agenda

Lani Millsap made a motion to approve the meeting agenda; Tim Joseph 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 March 9, 2022 meeting; Paul Wondoloski seconded. Motion carried.

6. Reports

Supervisor – Board of Review was on March 15th and 17th. There were 7 petitions – 1 poverty, 3 deaths and 3 assessed values. There were only 2 people on the second day. There is 1 land use permit for septic for a bathroom on Kettner Road #1439.

Clerk – Deborah Knutson reported there is an election coming up on May 3rd for school millages. The Public Accuracy Test went well on April 5th. There was no public that showed up. The ORV Ordinance draft was passed on to the Attorney. The Verizon phone was shut down and there should be no more bills for that. Bank Accounts for Huntington are going to be shut down and checks will be dispersed and put into PNC accounts. She spoke with Jill Nowak, the County Clerk and asked if it was true that a camera was needed to monitor the ballot box but as of now that legislation has not gone through.

Treasurer – Lani Millsap presented financial reports showing check #14067 to #14093 for payments. Total disbursements of \$14,107.00. Tim Joseph made a motion to pay the bills; Paul Wondolowski seconded. Motion carried. The Treasurer's Report was received showing a current passbook balance of \$392,140.40. Not a lot going on since the tax season is done.

Assessor – See New Business.

Planning Commission – The public meeting went well for the ORV Ordinance. 6 people came and they were all in favor of the ordinance. Sandy Nelson also mentioned that they will soon be starting on the Master Plan and will be using Kurt Schindler's help with this process.

7. Old Business

Reimbursements for Marijuana Account – This was still not able to get taken care of this month, so it will have to be tabled again. Tim Joseph made a motion to table the reimbursements for the Marijuana account until next month; Paul Wondolowski seconded. Motion carried.

8. New Business

- a. **Assessor Salary Adjustment Proposal** – Jared Litwiller explained that he is the assessor for 2 other Townships in the County and that his contract is expiring soon with another Township. So, in order to be the same for all Townships, he has proposed his rate to go from \$12 a parcel to \$14 a parcel. Lani Millsap made a motion to raise the Assessor's salary starting the next budget season. There was a roll call of 5-0 unanimous. Motion carried.
- b. **Lyman/Siegfried Road Construction Proposal** – Paul Adamski reported that the estimate is now \$40,000 more than a year ago with the cost of many things rising. The cost will be \$202,966.08 for the Township matched 50/50 with the Road Commission. Tim Joseph made a motion to proceed with the Lyman/Siegfried Road Construction Proposal; Lani Millsap seconded. Roll call – 5-0 unanimous. Motion carried.
- c. **Cornerstone Lawncare Proposal** – Come fall we may put out an ad for a new Snow Removal Service. Paul Wondolowski made a motion to continue using Cornerstone to do the lawncare for the Hall and Cemetery properties; Tim Joseph seconded. Motion carried.
- d. **QuickBooks** – We need to update our service with QuickBooks. We can get a new subscription from Sam's Club for \$250.00 which is a 15-month subscription. Tim Joseph made a motion to upgrade our QuickBooks subscription; Paul Wondolowski seconded. Motion carried.

9. Discussion Period

- a. **Grants** – Rob Carson from Networks Northwest came and reported about a Recreation Grant available through the Manistee County Community Foundation. Unlike other grants where you spend the money and then you are reimbursed, they cut you a check right away. It is a 20/80 match – 20% from the Township and 80% from the grant. The deadline is April 15th and October 15th. We will get a hold of Rob in July or August to start working on this for the October 15th deadline.

10. Upcoming Events - Next Board Meeting – Tuesday, May 10th, 7:00 p.m. (Changed at last meeting)

May Consolidated Election – May 3rd, 2022

11. Adjournment – Tim Joseph made a motion to adjourn at 8:38 p.m.; seconded by Paul Wondolowski.

Minutes recorded by Deborah Knutson, Clerk.

Minutes approved – May 10, 2022