

Blue Lake Township Kalkaska County, Michigan

Township Board Meeting

Agenda

THIS MEETING IS BEING HELD VIA ZOOM - VIDEO CONFERENCING

Wednesday 7:00pm May 6, 2020

- I. Meeting Call to Order - Shearer**
- II. Pledge of Allegiance - Shearer**
- III. Roll Call of Officers – Nichol**
- IV. Adoption of Agenda – Shearer**
- V. Call for Conflict**
- VI. Minutes of Last Meeting – April 1, 2020 – Nichol**
- VII. Accept Treasure’s Report – Almose**
- VIII. Clerk’s Report - Nichol**
 - 1. Approve Payment of Bills**
- IX. Correspondents and Guests**
 - 1. Ben Hawkins - Community Officer**
 - 2. Kohn Fisher - County Commissioner**
- X. Public Input**
- XI. Township Reports**
 - 1. Zoning Administrator – Campbell**
 - 2. Assessor’s Report – Grimm**
 - 3. Fire Department Report – Brierley**
 - 4. Planning Board Report – R Allen**
 - a. Twp Board to discuss DNR Procedures for PA 72 2020
(Temporary Local Watercraft Control)**
 - b. Next meeting date**
 - 5. Zoning Board of Appeals – M Allen**
 - 6. Hospital Report – Nichol**
 - 7. Road Committee Report – Shoemaker**
- XII. New Business**
 - 1. Set Budget Workshop Meeting – Via Zoom - Video Conferencing**
 - 2. Lawn Maintenance Bids needed - Any changes to current requirements**
 - 3. Salary Resolution 2020-2021**
 - 4. File Server (Nichol)**
- XIII. Board Members Input and Comments**
 - 1. Newsletter Articles – Shearer**
- XIV. Old Business**
- XV. Adjournment (Next Meeting June 3, 2020)**

Blue Lake Township

Kalkaska County, Michigan

Minutes

Township Board Regular Meeting Via Zoom

Wednesday, April 1, 2020

7 Present (3 Board Members in Person, 2 via Zoom, 2 General Public via Zoom)

- I. Meeting Call to Order at 7:00 pm – Shearer
- II. Pledge of Allegiance – Shearer
- III. Roll Call of Officers Present: Almose, Nichol, Shaw, Shearer, Shoemaker all present.
- IV. Adoption of Agenda – Shearer - Motion to adopt agenda by Nichol, supported by Shoemaker, roll call: Nichol, Shoemaker, Almose, Shaw and Shearer, all yeas. Motion carried.
- V. Minutes of last meeting – Nichol
 1. Motion to approve minutes of last meeting dated, March 4, 2020 with correction by Shaw, supported by Almose. Roll call: Shaw, Almose, Nichol, Shearer and Shoemaker, all yeas. Motion carried.
- VI. Treasurers Report - Almose – The Treasurers’ report was accepted.
- VII. Clerks Report – Nichol
 1. Approve payment of bills in the amount of \$29,359.51. Motion to approve Clerk’s report by Almose, supported by Shaw. Roll call: Almose, Shaw, Nichol, Shearer and Shoemaker, all yeas. Motion carried.
 2. Budget Worksheets to be mailed by 4/7/20 end of day, due back by 4/28/20 end of day. Set Budget Workshop date next meeting.
- VIII. Correspondents and Guests
 - I. Community Officer – Ben Hawkins (Report read by Shearer)
 - a. There were 9 incidents in the township for the month of March. Patrol was the main activity for the month. 21 hours in the township and 2240 county miles.
- IX. County Commissioner - Kohn Fisher (KCBOC) – via Zoom
 - a. Fisher met with representatives from the hospital, DHD#10, Emergency Manager, Law Enforcement, Fire and Transit this past Monday regarding the need for safety equipment. The KCBOC advised the County Clerk to purchase the needed items. The KCBOC mandated a general quarantine of snowbirds. DHD#10 created a detailed memo for the news media. Fisher stated the community is on edge and we need to keep the citizens calm. DHD#10 reported very low percentage of people (about 4%) in Kalkaska County with the virus whereas the percent is around 65 downstate.
 - b. The County Building closure has been extended two more weeks.
 - c. Lastly, the board is looking at employee compensation.
- X. Public Input – None
- XI. Township Reports
 1. Zoning Administrator - Campbell
 - a. Three permits and one violation issued in March.
 - b. From last month: Requested the Board and/or PB look at language on late fees. Take out the word “may” in the area unauthorized tree removal and on the fee schedule. Shaw will review the wording in the Zoning Ordinance.
 2. Assessors Report – Grimm
 - a. The Board of Review held in March: results will be in next month’s report.
 3. Fire Department Report – Barr - Brierley
 - a. There were five medical runs for the month of March.

- b. E-dispatch is running great. Personnel are getting use the using the ap to respond to calls.
- c. Drivers training class held in March went very well with 20 attendees from six different departments. Those who attended the eight-hour class received a Fire Apparatus Driving certificate from the Michigan Firefighter Training Council.
- d. We are up to date and compliant with the State and Federal mandates on equipment and responses for COVID-19. Our department has been trained on the added steps to ensure regulations are met. Other training included personal protective equipment, pump operations and Hazmat donning/doffing.
- e. Dickens has the task of purchasing all necessary equipment and keep the supplies in stock.
- f. A new firefighter, Samantha Hill-Sam joined the department.
- g. The full report is available in the Clerk's office.

4. Planning Board Report – Shaw – No Meeting

5. Zoning Board of Appeals – No Meeting

6. Hospital Report – Nichol – No Meeting

7. Road Committee Report – Shoemaker – No Meeting

- a. Twin Lake Road between Big and Little Twin lakes is covered in water.

XII. Board Member Comments and Input

1. Running for BLT offices? Paperwork is available from the Clerk.

XIII. Old Business

XIV. New Business

1. Wage Discussion is tabled until next month's meeting.

XV. Adjournment – Next meeting May 6, 2020

1. Motion to adjourn at 7:52 pm by Shoemaker supported by Shearer. Roll Call: Shoemaker, Shearer, Almose, Shaw and Nichol, all yeas. Motion carried.

Blue Lake Township
Custom Deposit Detail Report
April 2020

Type	Date	Num	Name	Memo	Account	Amount
Deposit	04/01/2020	5430	Chemical Bank	Mar 2020 Int	101-000-664 Interest Earned	-84.84
Deposit	04/01/2020	5431	First National Bank of America	1st Q Int 2020	101-000-664 Interest Earned	-164.11
Deposit	04/01/2020	5431	First National Bank of America	1st Q 2020 Int	101-000-664 Interest Earned	-164.11
Deposit	04/01/2020	5431	First National Bank of America	1st Q 2020 Int	101-000-664 Interest Earned	-164.13
Deposit	04/01/2020	5431	First National Bank of America	1st Q 2020 Int	101-000-664 Interest Earned	-164.13
Deposit	04/15/2020	5433	Permits	ZP 1022n Jervizan Shed	101-000-451 Permits	-75.00
Deposit	04/15/2020	5435	County of Kalkaska Treasurer	2019 Del Tx	101-000-412 Deliquent Millage	-2,161.42
Deposit	04/15/2020	5435	County of Kalkaska Treasurer	PTAF on Del Tax 2019	101-000-447 PTAF	-559.88
						-3,537.62
Deposit	04/01/2020	5430	Chemical Bank	Mar 20 Int	203-000-664 Interest Earned	-51.54
Deposit	04/01/2020	5431	First National Bank	1st Q 20 Int	203-000-664 Interest Earned	-254.64
Deposit	04/01/2020	5431	First National Bank	1st Q 20 Int	203-000-664 Interest Earned	-254.64
Deposit	04/15/2020	5435	Kalkaska County Treasurer	2019 Del Tx	203-000-412 Deliquent Millage	-3,193.42
						-3,754.24
Deposit	04/01/2020	5430	Chemical Bank	Mar Int	206-336-664 Interest Earned	-45.26
Deposit	04/01/2020	5432	First National Bank of America	1st Q 20 Int	206-336-664 Interest Earned	-164.13
Deposit	04/01/2020	5432	First National Bank of America	1st Q 20 Int	206-336-664 Interest Earned	-164.13
Deposit	04/01/2020	5432	First National Bank of America	1st Q 20 Int	206-336-664 Interest Earned	-162.83
Deposit	04/01/2020	5432	First National Bank of America	1st Q 20 Int	206-336-664 Interest Earned	-162.76
Deposit	04/15/2020	5435	County of Kalkaska	2019 Del Tx	206-336-412 Deliquent Millage	-2,661.18
						-3,360.29
Deposit	04/01/2020	5430	Chemical	Mar Int	226-000-664 Interest Earned	-24.61
Deposit	04/15/2020	5435	County of Kalkaska	2019 Del Tx	226-000-412 Deliquent Millage	-1,596.53
						-1,621.14
Deposit	04/01/2020	5430	Chemical	Mar Int	246-000-664 Interest Earned	-25.69
Deposit	04/01/2020	5429	Omimex Energy, Inc	Oil Royalty	246-000-668 Rents & Royalties	-160.74
Deposit	04/01/2020	5432	First National	1st Q 20 Int	246-000-664 Interest Earned	-164.13
Deposit	04/01/2020	5432	First National	1st Q 20 Int	246-000-664 Interest Earned	-164.13
Deposit	04/01/2020	5432	First National	1st Q 20 Int	246-000-664 Interest Earned	-222.54
Deposit	04/01/2020	5432	First National	1st Q 20 Int	246-000-664 Interest Earned	-222.81
Deposit	04/15/2020	5434	American Tower	Rent	246-000-668 Rents & Royalties	-502.13
Deposit	04/29/2020	5436	Omimex Energy, Inc	Oil Royalty	246-000-668 Rents & Royalties	-117.09
						-1,579.26

Blue Lake Township Custom Transaction Detail Report

April 2020

Type	Date	Num	Name	Split	Amount
General Journal	04/01/2020	196	Chemical Bank	101-101-960 Bank Svc Chg	-50.00
Check	04/28/2020	2687	Charter Communications	101-265-850 Telephone	-136.99
Check	04/28/2020	2689	Deluxe	101-253-740 Operating Supplies	-213.99
Check	04/28/2020	2690	Great Lakes Energy	-SPLIT-	-93.28
Check	04/14/2020	2790	4 Front Credit Union	-SPLIT-	-200.58
Check	04/14/2020	2791	Patti Pollock	101-265-818 Contract	-150.00
Check	04/14/2020	2792	Kalkaska County Sheriff's Office	101-301-818 Contract	-1,071.80
Check	04/14/2020	2793	Todd's Welding Services, Inc	-SPLIT-	-635.83
Check	04/14/2020	2794	Charter Communications	101-265-850 Telephone	-134.97
Check	04/14/2020	2795	DTE Energy	101-265-920 Public Utilities	-132.89
Check	04/14/2020	2796	Anavon Technology Group	101-265-850 Telephone	-79.99
Check	04/14/2020	2797	Young, Graham, Eisenheimer & Wendling, PC	-SPLIT-	-180.00
Check	04/14/2020	2798	Great Lakes Energy	-SPLIT-	-171.65
Paycheck	04/15/2020	2799	Almose, Christine M	-SPLIT-	-1,058.16
Paycheck	04/15/2020	2800	Campbell, Kathy A	-SPLIT-	-715.89
Paycheck	04/15/2020	2801	Grimm, David B	-SPLIT-	-1,357.08
Paycheck	04/15/2020	2802	Gruley, Janet M	-SPLIT-	-360.77
Paycheck	04/15/2020	2803	Higgins, Gloria H	-SPLIT-	-367.76
Paycheck	04/15/2020	2804	Nichol, Teresa A	-SPLIT-	-1,173.68
Paycheck	04/15/2020	2805	Shaw, Mary A	-SPLIT-	-264.44
Paycheck	04/15/2020	2806	Shearer, Blair B	-SPLIT-	-1,038.07
Paycheck	04/15/2020	2807	Shoemaker, Lawrence E	-SPLIT-	-243.04
Check	04/17/2020	2808	Apex Software	101-257-740 Operating Supplies	-235.00
Check	04/17/2020	2809	BS & A Software	101-215-970 Capital Outlay	-7,935.00
Liability Check	04/24/2020	EFT042020	Internal Revenue Service	-SPLIT-	-745.00
					<u>-18,745.86</u>
Check	04/14/2020	2675	4Front Credit Union	-SPLIT-	-1,368.09
Check	04/14/2020	2676	Michigan Firefighter Training Council	206-336-800 Schooling	0.00
Check	04/21/2020	2677	Verizon Wireless	206-336-920 Utilities	-42.91
Check	04/21/2020	2678	Dinges Fire Company	206-336-741 Medical Supplies	-467.00
Check	04/21/2020	2679	Randall Dickens	206-336-818 Contracts	-713.23
Paycheck	04/15/2020	2680	Barr, Robert A	-SPLIT-	-591.30
Paycheck	04/15/2020	2681	Brierley, Phillip G	-SPLIT-	-664.25
Paycheck	04/15/2020	2682	Dickens, Randall D	-SPLIT-	-722.70
Paycheck	04/15/2020	2683	Lavender, Jeffrey B	-SPLIT-	-165.02
Paycheck	04/15/2020	2684	Shoemaker, Lawrence E	-SPLIT-	-129.61
Check	04/15/2020	2685	Edward Sayre	206-336-800 Schooling	-440.00
Check	04/28/2020	2686	AT & T	206-336-850 Telephone	-74.90
Check	04/28/2020	2688	CSI	-SPLIT-	-3,296.45
Check	04/28/2020	2690	Great Lakes Energy	206-336-920 Utilities	-172.21
Liability Check	04/29/2020	EFT042020	Internal Revenue Service	-SPLIT-	-122.60
					<u>-8,970.27</u>

Blue Lake Township Custom Transaction Detail Report

April 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>
Check	04/14/2020	635	American Waste	226-000-818 Contracts	-6,800.00
					<u>-6,800.00</u>
				April 2020 Expenditures	<u>-34,516.13</u>

**General Fund
Balance Sheet
As of April 30, 2020**

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 General Checking	272,326.80
101-000-003 G/F CD 1	26,706.46
101-000-004 G/F CD 2	26,706.46
101-000-005 G/F CD 3	26,708.94
101-000-006 G/F CD 4	26,708.94
Total Checking/Savings	379,157.60
Total Current Assets	379,157.60
TOTAL ASSETS	379,157.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	337.26
Total Other Current Liabilities	337.26
Total Current Liabilities	337.26
Total Liabilities	337.26
Equity	
101-000-390 Fund Balance	273,090.00
Retained Earnings	47,881.18
Net Income	57,849.16
Total Equity	378,820.34
TOTAL LIABILITIES & EQUITY	379,157.60

Highway Improvement Fund
Balance Sheet
As of April 30, 2020

	<u>Apr 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
203-000-001 Highway Improvement	178,337.60
203-000-002 CD 1	102,534.72
203-000-003 CD 2	40,990.36
203-000-004 CD 3	40,990.36
Total Checking/Savings	<u>362,853.04</u>
Total Current Assets	<u>362,853.04</u>
TOTAL ASSETS	<u>362,853.04</u>
LIABILITIES & EQUITY	
Equity	
203-000-390 Fund Balance	124,131.00
Retained Earnings	143,697.32
Net Income	95,024.72
Total Equity	<u>362,853.04</u>
TOTAL LIABILITIES & EQUITY	<u>362,853.04</u>

**Fire Department
Balance Sheet
As of April 30, 2020**

	<u>Apr 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
206-336-001 Fire Fund Checking	147,506.51
206-336-002 F/F CD 1	26,708.94
206-336-003 F/F CD 2	26,708.94
206-336-004 F/F CD 3	26,487.12
206-336-005 F/F CD 4	26,487.05
Total Checking/Savings	<u>253,898.56</u>
Total Current Assets	<u>253,898.56</u>
TOTAL ASSETS	<u><u>253,898.56</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	39.32
Total Other Current Liabilities	<u>39.32</u>
Total Current Liabilities	<u>39.32</u>
Total Liabilities	39.32
Equity	
206-336-390 Fund Balance	262,538.00
Retained Earnings	-2,416.48
Net Income	-6,262.28
Total Equity	<u>253,859.24</u>
TOTAL LIABILITIES & EQUITY	<u><u>253,898.56</u></u>

**Trash Fund
Balance Sheet
As of April 30, 2020**

	<u>Apr 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
226-000-001 Trash Fund Checking	78,407.73
Total Checking/Savings	<u>78,407.73</u>
Total Current Assets	<u>78,407.73</u>
TOTAL ASSETS	<u>78,407.73</u>
LIABILITIES & EQUITY	
Equity	
226-000-390 Fund Balance	68,456.00
Retained Earnings	-3,014.95
Net Income	12,966.68
Total Equity	<u>78,407.73</u>
TOTAL LIABILITIES & EQUITY	<u>78,407.73</u>

Township Improvement Fund
Balance Sheet
As of April 30, 2020

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
246-000-001 Township Imp Chkng	88,092.68
246-000-002 Twp CD 1	26,708.94
246-000-003 Twp CD 2	26,708.94
246-000-004 Twp CD 3	35,822.90
246-000-005 Twp CD 4	35,866.56
Total Checking/Savings	213,200.02
Total Current Assets	213,200.02
TOTAL ASSETS	213,200.02
LIABILITIES & EQUITY	
Equity	
246-000-390 Fund Balance	198,736.00
Retained Earnings	-315.32
Net Income	14,779.34
Total Equity	213,200.02
TOTAL LIABILITIES & EQUITY	213,200.02

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05/03/20

Accrual Basis

**Tax Fund
Balance Sheet
As of April 30, 2020**

	<u>Apr 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
703-000-001 Tax Fund Checking	1,499.21
Total Checking/Savings	<u>1,499.21</u>
Total Current Assets	<u>1,499.21</u>
TOTAL ASSETS	<u><u>1,499.21</u></u>
LIABILITIES & EQUITY	
Equity	
703-000-390 Fund Balance	-8,672.75
Retained Earnings	8,773.01
Net Income	1,398.95
Total Equity	<u>1,499.21</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,499.21</u></u>