

Blue Lake Township Kalkaska County, Michigan

Township Board Meeting

Agenda

Wednesday 7:00 pm April 1, 2020

- I. Meeting Call To Order - Shearer**
- II. Pledge of Allegiance - Shearer**
- III. Roll Call of Officers - Nichol**
- IV. Adoption of Agenda – Shearer**
- V. Minutes of Last Meeting – March 4 - Nichol**
- VI. Accept Treasure's Report – Almose**
- VII. Clerk's Report – Nichol**
 - 1. Approve Payment of Bills**
 - 2. Budget Worksheets to be emailed by 4/7/20 end of day, due back by 4/28/20 end of day (Budget Workshop is mid May, date to be determined at our next board meeting)**
- VIII. Correspondents and Guests**
 - 1. Community Officer - Ben Hawkins**
 - 2. County Commissioner – Kohn Fisher**
- IX. Public Input**
- X. Township Reports**
 - 1. Zoning Administrator - Campbell**
 - 2. Assessor's Report – Grimm**
 - a. Board of Review Meetings Results**
 - 3. Fire Department Report – Barr/Brierley**
 - 4. Planning Board Report – R Allen/Shaw**
 - 5. Zoning Board of Appeals – Sawasky**
 - 6. Hospital Report – Nichol**
 - 7. Road Committee Report – Shoemaker**
- XI. Board Member Comments and Input**
 - 1. Running for BLT offices? Paperwork available from Clerk**
- XII. New Business**
 - 1. Wages discussion**
- XIII. Old Business**
- XIV. Adjournment (Next meeting May 6, 2020)**

Blue Lake Township

Kalkaska County, Michigan

Minutes

Township Board Regular Meeting

Wednesday, March 4, 2020

13 Present

- 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 with change by Nichol, supported by Almose, motion carried.
- V. Minutes of last meeting – Nichol
 1. Motion to approve minutes of last meeting dated February 5, 2020 by Shaw, supported by Almose, motion carried.
- VI. Treasurers Report - Almose – The Treasurers' report was accepted.
 1. 44 Summer/110 Winter unpaid tax bills. Local Stabilization payment takes the place of personal property that the State no longer pays.
 2. Motion by Almose to move the Winter Tax postmark date to the last day of February, if the last day is a weekend, then the following Monday will be the accepted postmark date, (otherwise taxes will be deemed late and will need to be sent to the County for processing) supported by Shaw, motion carried.
- VII. Clerks Report – Nichol
 1. Approve payment of bills in the amount of \$26,982.42. Motion to approve Clerk's report by Almose, supported by Shoemaker, motion carried.
- VIII. Correspondents and Guests
 1. Community Officer – Ben Hawkins with Undersheriff Wagner
 - a. Wagner: New systems will be coming in the next year. The jail/records had a new system installed this past summer. They are expecting a subsidy from Motorola.
 - b. Hawkins: There were 13 incidents in the township for the month of February. Patrol was the main activity for the month. 15.25 hours in the township and 1588 miles driven in total.
 2. County Clerk - Deb Hill
 - a. Thanked Shearer for attending the Supervisors meeting. Discussed the cyber issues the county experienced. Emailed FOIA and election requests are being highly scrutinized. Regarding election costs, the Clerk is looking into apportionment and will report her findings.
 3. County Commissioner - Kohn Fisher (KCBOC)
 - a. The BOC has an agreement with 4H for Archery in the Civic Center and Firearm Accuracy Classes. Some fixes to the Civic Center have been accomplished but more still needs to be done.
 - b. KMHC is working with the Kaliseum for community health. Kevin Rogals (KMHC President) is developing a business plan.
 - c. There was an article in the paper about a FOIA requests for Septage, clarification by Fisher who states there was a charge for the FOIA and the requester wanted it for free. The request was not denied, the requester refused to pay the fee.
 - d. KCBOC resolution stating not in support of borrowing \$3.5 Billion to repair roads and bridges over the next 5 years was sent to the Governor.
- IX. Public Input – None

X. Township Reports

1. Zoning Administrator - Campbell

- a. 1 permit and 3 violations issued in February.
- b. 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.
- c. Will create a list of violations just like the permit list.

2. Assessors Report – Grimm

- a. The Board of Review will be held March 9, 2020 from 9 - Noon and 1 - 4 pm and again on March 11, 2020 from 1 - 4 and 6 - 9 pm to hear from the public.
- b. All PRE's, transfers and deeds are up to date.
- c. The full report is available in the Clerk's office.

3. Fire Department Report – Barr - Brierley

- a. Mutual aid with Station 6 - truck v tanker and CO2 alarm
- b. Drivers training class on 3/14
- c. New business: E-dispatch (back up system and calls go to phones) Texts can be sent then the Chief will know who will attend.
- d. Dickens and Brierley were asked to meet with KC Ambulance Service.
- e. The full report is available in the Clerk's office.

4. Planning Board Report – Shaw

- a. Reviewed and approved an application for rezoning. Reviewed the Bear Lake fireworks ordinance.
- b. Next meeting, they will look to what the PB will address next year.
- c. Motion by Almose to approve 4 changes to the wording in the Zoning Ordinance, supported by Shoemaker, motion carried. Changes: 1. Ordinary high water mark (insert of picture and wording) 2. Wall height measurement clarification 3. Road right of way/easement definition 4. Maximum height of assessor building measured from floor to peak (deleted side wall).

5. Zoning Board of Appeals – no meeting

6. Hospital Report – Nichol

- a. Jeremy Cannon hired as Chief Nursing Officer.
- b. SWOT (strength, weakness, opportunity, threat) analysis underwent prioritization process over the past month. Next step: strategic planning.
- c. Several cases of influenza. Hand washing is most effective to prevent its spread.
- d. Moving ahead with collaborative business plan to investigate the Kaliseum as a multi-generational center focusing on improving health and wellness.
- e. Sharps disposal dates/times: 6/10 2-4 pm, 9/16 1:30-3:30 pm 12/2 1:30-3:30 pm.
- f. Munson working on e-visit platform. Otsego Memorial Foundation merged with MHF
- g. Talking points are available in the Clerk's office.

XI. Road Committee Report – Shoemaker - Shearer

- a. No changes in the 5-year plan.
- b. Semi-tractor at a cost of \$150,000 was purchased.

XII. Board Member Comments and Input

1. Shoemaker suggested the Loon as the Township's symbol. Shearer and Nichol wanted the Sun (as is on the hall sign and the website). No action taken.
2. Volunteer needed to care for Township Hall flag. Shearer will take on this responsibility.

XIII. Old Business

XIV. New Business

1. Special Meeting March 18, 2020 at 10 am for the purpose of discussing local road millage.

***This meeting did not take place due to COVID-19**

XV. Adjournment – Next meeting April 1, 2020

1. Motion to adjourn at 9:38 pm by Shearer, supported by Shaw, motion carried.

Blue Lake Township Transaction Detail Report

March 2020

Type	Date	Num	Name	Split	Amount
General Journal	03/01/2020	194	Chemical Bank	101-101-960 Bank Svc Chg	-80.00
General Journal	03/01/2020	195R	Vanguard	101-101-718 Pension	1,482.55
Liability Check	03/24/2020	1stQ2020	State of Michigan	Payroll Liabilities	-1,082.92
Paycheck	03/17/2020	2759	Almose, Christine M	-SPLIT-	-1,058.16
Paycheck	03/17/2020	2760	Bond, Celeste N	-SPLIT-	-52.86
Paycheck	03/17/2020	2761	Buttermore, Carl W	-SPLIT-	-221.64
Paycheck	03/17/2020	2762	Campbell, Kathy A	-SPLIT-	-772.48
Paycheck	03/17/2020	2763	Grimm, David B	-SPLIT-	-1,357.09
Paycheck	03/17/2020	2764	Gruley, David J	-SPLIT-	-55.41
Paycheck	03/17/2020	2765	Gruley, Janet M	-SPLIT-	-549.94
Paycheck	03/17/2020	2766	Higgins, Gloria H	-SPLIT-	-627.10
Paycheck	03/17/2020	2767	Higgins, Roger W	-SPLIT-	-417.67
Paycheck	03/17/2020	2768	Lavender, Jeffrey B	-SPLIT-	-273.46
Paycheck	03/17/2020	2769	Nichol, Teresa A	-SPLIT-	-1,224.25
Paycheck	03/17/2020	2770	Sawasky, Tom	-SPLIT-	-323.22
Paycheck	03/17/2020	2771	Shaw, Mary A	-SPLIT-	-323.57
Paycheck	03/17/2020	2772	Shearer, Blair B	-SPLIT-	-1,306.84
Paycheck	03/17/2020	2773	Shoemaker, Lawrence E	-SPLIT-	-243.04
Paycheck	03/17/2020	2774	Southwell, David B	-SPLIT-	-55.41
Check	03/17/2020	2775	Young, Graham, Elsenheimer & Wendling, PC	-SPLIT-	-212.00
Check	03/17/2020	2776	Anavon Technology Group	101-265-850 Telephone	-79.99
Check	03/17/2020	2777	Todd's Welding Services, Inc	-SPLIT-	-658.33
Check	03/17/2020	2778	Patti Pollock	101-265-818 Contract	-150.00
Check	03/17/2020	2779	Kalkaska County Sheriff's Office	101-301-818 Contract	-1,071.80
Check	03/17/2020	2780	DTE Energy	101-265-920 Public Utilities	-151.55
Check	03/17/2020	2781	West Shore Publications, LLC	101-247-900 Publications	-69.00
Check	03/17/2020	2782	Great Lakes Energy	-SPLIT-	-275.29
Check	03/17/2020	2783	4 Front Credit Union	-SPLIT-	-52.61
Check	03/17/2020	2784	Election Source	-SPLIT-	-535.00
Check	03/17/2020	2785	Kalkaska Memorial Health Center	101-635-635 Subsidy .1 Mil	-1,037.00
Check	03/17/2020	2786	Charlevoix County	101-257-802 Professional Svc	-117.00
Check	03/17/2020	2787	Sharon Stockford	101-262-702 Wages	-225.00
Check	03/17/2020	2788	David Stockford	101-262-702 Wages	-168.75
Check	03/17/2020	2789	Nichol, Teresa A	-SPLIT-	-78.39
Liability Check	03/11/2020	EFT022020	Internal Revenue Service	-SPLIT-	-834.96
Liability Check	03/24/2020	EFT032020	Internal Revenue Service	-SPLIT-	-997.80
Liability Check	03/24/2020	EFT03112020	Vanguard	101-101-718 Pension	-1,482.55
					-15,256.98
Liability Check	03/24/2020	1stQ2020	State of Michigan	Payroll Liabilities	-117.96
Paycheck	03/17/2020	2662	Barr, Robert A	-SPLIT-	-591.30
Paycheck	03/17/2020	2663	Brierley, Phillip G	-SPLIT-	-664.24
Paycheck	03/17/2020	2664	Dickens, Randall D	-SPLIT-	-722.70
Paycheck	03/17/2020	2665	Lavender, Jeffrey B	-SPLIT-	-165.03
Paycheck	03/17/2020	2666	Shoemaker, Lawrence E	-SPLIT-	-129.62

Blue Lake Township Transaction Detail Report

March 2020

Check	03/17/2020	2667	Verizon Wireless	206-336-920 Utilities	-42.91
Check	03/17/2020	2668	Randall Dickens	206-336-818 Contracts	-713.23
Check	03/17/2020	2669	4Front Credit Union	-SPLIT-	-292.72
Check	03/17/2020	2670	Brighthouse	206-336-718 Pension	-700.00
Check	03/17/2020	2671	Municipal Retirement Systems	206-336-718 Pension	-15.00
Check	03/24/2020	2672	Great Lakes Energy	-SPLIT-	-466.93
Check	03/24/2020	2673	AT & T	-SPLIT-	-165.06
Check	03/24/2020	2674	Grand Traverse Mobile Communications	206-336-851 Radio/Pager Repair	-807.69
Liability Check	03/11/2020	EFT022020	Internal Revenue Service	-SPLIT-	-122.62
Liability Check	03/24/2020	EFT032020	Internal Revenue Service	-SPLIT-	-122.58
					-5,839.59
Check	03/17/2020	634	American Waste	226-000-818 Contracts	-6,800.00
					-6,800.00
					March 2020 Expenditures
					-27,896.57

10:55 AM
03/31/20
Accrual Basis

**General Fund
Balance Sheet
As of March 31, 2020**

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 General Checking	288,171.90
101-000-003 G/F CD 1	26,542.35
101-000-004 G/F CD 2	26,542.35
101-000-005 G/F CD 3	26,544.81
101-000-006 G/F CD 4	26,544.81
Total Checking/Savings	394,346.22
Total Current Assets	394,346.22
TOTAL ASSETS	394,346.22
LIABILITIES & EQUITY	
Equity	
101-000-390 Fund Balance	273,090.00
Retained Earnings	47,881.18
Net Income	73,375.04
Total Equity	394,346.22
TOTAL LIABILITIES & EQUITY	394,346.22

11:21 AM
03/31/20
Accrual Basis

**Highway Improvement Fund
Balance Sheet
As of March 31, 2020**

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
203-000-001 Highway Improvement	177,002.36
203-000-002 CD 1	100,878.06
203-000-003 CD 2	40,735.72
203-000-004 CD 3	40,482.66
Total Checking/Savings	359,098.80
Total Current Assets	359,098.80
TOTAL ASSETS	359,098.80
LIABILITIES & EQUITY	
Equity	
203-000-390 Fund Balance	124,131.00
Retained Earnings	143,697.32
Net Income	91,270.48
Total Equity	359,098.80
TOTAL LIABILITIES & EQUITY	359,098.80

11:26 AM
03/31/20
Accrual Basis

Fire Department
Balance Sheet
As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
206-336-001 Fire Fund Checking	153,770.34
206-336-002 F/F CD 1	26,544.81
206-336-003 F/F CD 2	26,544.81
206-336-004 F/F CD 3	26,324.29
206-336-005 F/F CD 4	26,324.29
Total Checking/Savings	259,508.54
Total Current Assets	259,508.54
TOTAL ASSETS	259,508.54
LIABILITIES & EQUITY	
Equity	
206-336-390 Fund Balance	262,538.00
Retained Earnings	-2,416.48
Net Income	-612.98
Total Equity	259,508.54
TOTAL LIABILITIES & EQUITY	259,508.54

12:55 PM
03/31/20
Accrual Basis

Trash Fund
Balance Sheet
As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
226-000-001 Trash Fund Checking	83,586.59
Total Checking/Savings	83,586.59
Total Current Assets	83,586.59
TOTAL ASSETS	83,586.59
LIABILITIES & EQUITY	
Equity	
226-000-390 Fund Balance	68,456.00
Retained Earnings	-3,014.95
Net Income	18,145.54
Total Equity	83,586.59
TOTAL LIABILITIES & EQUITY	83,586.59

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03/31/20

Accrual Basis

Township Improvement Fund
Balance Sheet
As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
246-000-001 Township Imp Chkng	87,287.03
246-000-002 Twp CD 1	26,544.81
246-000-003 Twp CD 2	26,544.81
246-000-004 Twp CD 3	35,600.36
246-000-005 Twp CD 4	35,643.75
Total Checking/Savings	211,620.76
Total Current Assets	211,620.76
TOTAL ASSETS	211,620.76
LIABILITIES & EQUITY	
Equity	
246-000-390 Fund Balance	198,736.00
Retained Earnings	-315.32
Net Income	13,200.08
Total Equity	211,620.76
TOTAL LIABILITIES & EQUITY	211,620.76

12:57 PM

03/31/20

Accrual Basis

Tax Fund
Balance Sheet
As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
703-000-001 Tax Fund Checking	1,432.68
Total Checking/Savings	1,432.68
Total Current Assets	1,432.68
TOTAL ASSETS	1,432.68
LIABILITIES & EQUITY	
Equity	
703-000-390 Fund Balance	-8,672.75
Retained Earnings	8,773.01
Net Income	1,332.42
Total Equity	1,432.68
TOTAL LIABILITIES & EQUITY	1,432.68