



## **Approved Minutes**

Board of Supervisors Meeting  
November 15, 2016 @ 7:00 PM

### **Call Meeting to Order**

R. Keller called the meeting to order at 7:00 and the Pledge of Allegiance was recited.

Also in attendance were L. Johnson, C. Cagle, R. Brown, B. Seekon, D. Hoppe, S. Aker, and K. Wood.

### **Review & Approve the Agenda**

L. Johnson moved to approve the agenda. R. Brown seconds. The Full Draw Archery owners were moved up on the agenda before public comment. All in favor, motion carried.

### **Approve Minutes from October 18, 2016**

L. Johnson moved to approve the minutes. B. Seekon seconds. All in favor, motion carried.

### **Full Draw Archery – Adding the Sale of Firearms & Road Update**

R. Brown motioned to approve the sale of fire arms by Full Draw Archery. B. Seekon seconds. C. Cagle explained that a public hearing was held for an archery range and the sale of firearms was not brought up at the time. She feels that it needs to be recorded in the minutes that this has been approved by the Board. The contingency is that they cannot add a firing range.

R. Brown said that it is costing the Township money to research this process. C. Cagle felt that the money was spent for a good purpose because something like this needs to be recorded. A public hearing is not required per the conditions of the CUP. J. Stepp felt blindsided because E. Maass told him he could go ahead with the sale of fire arms and the Township put a hold on it to record it in the minutes. All in favor, motion carried.

The road frontage in front of Full Draw Archery is owned by the County.



## **Treasurer Comments**

### **Review & Approve Consent Agenda**

2 checks for D. Hoppe were added to the report.

The Road and Bridge fund is negative \$100k because S. Aker and the Auditor have been fixing the books. S. Aker came across a journal entry the old auditors entered that needs to be fixed. The numbers have been incorrect for the past few years, but are currently looking good.

L. Johnson – Real Estate taxes received in December will help the negative balance. The budget has been paid to the Fire Department for the year. He suggested taking \$100k or more from the Fire Department and transferring it to Road and Bridge. He said the Fire Department is frugal and purchases only what they need. There is typically \$35k – \$40k extra that is given back to the Township and it is put back in the Fire Department fund.

R. Brown made a motion to approve the consent agenda. L. Johnson seconds. All in favor, motion carried.

### **Committee Reports**

#### *Planning & Zoning*

There have been a few inquiries about buildable land and a variance application will be applied for by a property owner soon.

#### *Roads*

R. Brown presented the road report. He noted that there was extra packing and believes the grader should be used every fourth time. R. Keller said it's done every other time.

C. Cagle asked if R. Brown matches up the maps that are turned in by Maintenance and he has not done so. R. Brown brings the report to the Clerk and she gives Maintenance a copy right away.

#### *Parks*

L. Johnson –The bricks are in and they are in the process of making some changes. All the equipment has been installed and everything is looking good. The meetings will resume in February.



### *Building*

The carpet is in and ready to be installed. C. Cagle has a bid on the glass double doors. It would be \$10k for all of the doors. L. Johnson asked if it was still in the approved budget and C. Cagle said that would put her at the end. She is not in any hurry to add the doors. She would like to return the women's restroom back to 3 stalls so there is an appropriate amount of room for a wheelchair in the handicap stall. The baby changing station needs to be moved as well. She would like to see the chipped tile in the hallway and kitchen replaced in approximately a year because the current flooring is not food grade. A coat hook is going to be installed every eight feet in the Hall so renters can hang lights and other decorations.

B. Seekon installed the new lights, but has not installed a switch for them yet.

The second serving opening to the kitchen was closed off and the other one was made approximately a foot higher.

R. Brown noted that the fridge had blown the circuit when he was in one day and felt it may need to be moved.

C. Cagle would like to have an open house at the annual meeting for people to see the new renovations.

### **Old Business**

C. Cagle heard from the electronic recycling company and they will send something next week.

L. Johnson – brought up the quote from Lumberjack for plowing the snow at the SLFD. He chatted with K. Olson and it will put Maintenance 1.5 – 2 hours behind schedule if they plow at the Fire Department. R. Keller said to leave it as previously stated with them plowing the SLFD.

R. Brown would like to see how much it would cost/save to contract maintenance instead of having the two employees. Would like to get three quotes to compare what the Township is paying now.



## **New Business**

### *Auditor Proposal and Suggestions*

M. Pofhal presented a letter to the Board and told them about the mistakes of the past auditor. He has been working with S. Aker on cleaning up the QuickBooks. He suggests doing an audit for 2017. L. Johnson said the Township didn't have to do one in 2016 because the levy was so low. M. Pofhal said he wants to help S. Aker to get the books corrected.

L. Johnson said that after the books are closed for the year the Township is going to upgrade to QuickBooks 2017 and bring it in house. The Township is currently using a server through Smith Schafer & Associates.

B. Seekon asked how hard it would be to switch to CTAS and M. Pofhal said that it would be very easy. L. Johnson wants to keep QuickBooks as most future candidates would know the system.

L. Johnson said that the Township should get the QuickBooks and do the CTAS at the same time. The Board decided to leave it up to S. Aker. M. Pofhal said CTAS 8 has some major improvements and it is very user friendly.

### *Election Canvassing*

B. Seekon motioned to accept Resolution 2016-09 with the results of the November Election. R. Brown seconds. All in favor, motion carried.

### *Xcel Energy Application*

R. Brown motioned to accept the application. L. Johnson seconds. All in favor, motion carried.

### *Joint Powers Meeting Location*

It will be at the Fire Hall at 7:15 on December 5<sup>th</sup>.

## **Clerk Comments**

K. Wood asked if she could bring the laptop to the Joint Powers meeting to take meeting notes on. The Board said yes and L. Johnson was going to clean it up to make it run faster.



### **Public Comments (Items not on the agenda)**

D. Stiers – Asked about status of the blue and white address signs. The Sherriff is doing them sometime next spring and it will not cost the Township anything.

S. Sinna – Said that the signs do not identify which Township you are in.

### **Supervisor Comments**

L. Johnson – Will be attending the Annual MAT meeting for 3 days. He is planning on getting the person who uses the soybean oil on roads to speak at a future CCATO meeting. He attended the County Board meeting and it is likely they will approve a 55 commercial dog kennel in Sunrise Township. The County chicken ordinance passed.

R. Brown – Would like to get three quotes to replace the Maintenance people and have a contractor do the work they do. Board members read off other duties that Maintenance performs to make sure he includes those items in the bid as well. Some of the duties noted were: apply chloride, gravel, grade, purchase gravel, ditch mowing, snow removal, crack seal, driveway permits, general maintenance, apply salt between snow falls, park maintenance, plowing/mowing the Fire Hall. L. Johnson said the Township could sell off the equipment and rent out the Maintenance garage.

B. Seekon – Noted the cameras were unplugged. They were unplugged for consideration to the voters.

C. Cagle – There is going to be a tractor parade starting at 4:30 on December 10<sup>th</sup> following Santa Day. It will start at St. Johns and go to Central Park in Stacy. They are looking for someone to donate a tree and lights.

R. Keller – There has been an issue stressing him out for a while and feels the Board needs to talk about a private staff issue in a closed personnel meeting. The meeting will be November 30, 2016 at 5:00 pm.

### **Upcoming Meetings**

- a. Parks Meeting- February 28, 2017 - 7:00 pm
- b. CCATO Meeting- November 30, 2016- 7:00 pm
- c. Staff/Board Meeting- December 5, 2016 – 9:00 am
- d. Joint Powers Meeting – December 5, 2016 – 7:00 pm
- e. Planning Commission- December 14, 2016- 7:00 pm
- f. Board Meeting- December 20, 2016- 7:00 pm



**Adjourn**

B. Seekon motioned to adjourn the Board meeting at 8:37 pm. L. Johnson seconds. All in favor, motion carried.

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Board Chair Signature

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Clerk Signature