

**Sanborn Township**  
12025 US Hwy 23 South  
Ossineke, MI 49766  
(989) 471-1050

**Regular Township Board of Trustees Meeting**  
**April 11, 2022**

Supervisor Gauthier called the meeting to order at 7:05pm. After the Pledge of Allegiance was recited, roll call found the following present, Supervisor: Ken Gauthier, Clerk: Angela Carstens, Treasurer: Mary Eaton, Trustee: Wayne Liske, and Trustee: Gary Stephan. Also in attendance, STFD Chief: Dale Hart Jr., Deputy Clerk: Jennie Robinette, Blight Enforcement Officer: John Moran, Planning Commission Chair: Rich Prittie, Gayle Krentz, and John Kozlowski.

**APPROVAL OF AGENDA:**

Gauthier added under Roads, Estimates and Agreements. Carstens added under Unfinished Business-Website progress, FOIA Procedures & Guidelines. Carstens also added under New Business-Clerk QuickBooks Software and Computer issues. Gauthier also added under New Business-Zoning Permit amounts. Carstens motioned to approve agenda with the additions mentioned above. Eaton supported. Motion carried.

**MEETING MINUTES OF MARCH 14, 2022:**

Eaton motioned to approve the minutes as presented Liske supported. Motion carried.

**FINALCIAL REPORT:**

The financial report as of April 11, 2022, presented by: Treasurer, Mary Eaton is as follows:

AAACU General Account	\$190,723.67
AAACU Money Market Account	<u>\$405,950.56</u>
Total General Fund	<u>\$596,674.23</u>
AAACU Tax Account	<u>\$ 134.81</u>
Designated for Water Fund	\$ 6,672.13
Designated for future Fire Dept Equipment	\$204,633.96
Designated for Liquor Enforcement	\$ 894.64
Admin Fee Collected	\$ 17,841.86
Designated for Parks & Recreation	\$ 0.00
ARPA Funds	\$106,403.54

**CITIZENS APPEARING BEFORE BOARD:**

No comments from citizens.

## CONSENT AGENDA:

Gauthier motioned to receive and file A) Charter Communications. Eaton supported. Motion carried.

## ROADS:

Discussions on Ossineke Road project for clearing trees and ditching. Liske and Carstens agreed we should get a new quote and more accurate cost on the tree removal. Review and discussion of Alpena County Road Commission Road Agreements for 2022. Liske motioned to sign agreements for Carriveau Road, Wilds Road, Gehrke Road, Behning Road, Hubert Road, Piper Road, and Dust Control Program for 2022. Eaton supported. Motion carried. Board members signed agreements to be returned to Alpena County Road Commission.

## REPORTS:

### PLANNING COMMISSION & ZBA:

Chairman Prittie stated the board is still working on updating the zoning book, and provided information on tiny homes from ordinances around the region. Discussions regarding ordinance and zoning amendment status that had been previously voted on and turned over to the Alpena County Planning Commission for a 30-day review. The review period has now been expired. Eaton motioned to accept and adopt Sanborn Township Ordinance to Authorize and Regulate the Establishment of Medical Marihuana Facilities and Adult-Use Marihuana Establishments, and the Ordinance to Amend the Sanborn Township Zoning Ordinance. Carstens supported. Roll Call Vote: Ken Gauthier-Yes, Mary Eaton-Yes, Wayne Liske-No, Gary Stephan-Yes, Angela Carstens-Yes. Motion adopted.

### FIRE DEPARTMENT:

Chief Hart presented the report for March 2022, total of twenty-three calls for the month, with 20 being medical calls. This brings the number of calls to 79 for year to date, compared to 72 runs for the same time period last year. Chief has applied for a matching grant through the DNR for \$1,000.00 for wildfire jumpsuits. Eaton motioned to support the matching grant from the DNR for a cost of \$1,000.00. Liske supported. Motion carried. Chief has received an updated quote for signs on the outside of the fire department at a cost of \$704.00 from Omega Electric and Sign Co. Liske motioned to accept the quote and have the signs installed. Eaton supported. Motion carried. STFD received a check from the county for \$500.00 in reference to Nick Golbeck for passing his Medical First Responder Class, he has not yet received his license from the state, and the board will discuss reimbursement once he receives his license and passes physical capabilities test. AAACU presented STFD a fund-raising check for \$187.48 and Chief would like the funds to be designated for additional on-scene lighting. Child and Family Services of NE Michigan are holding a carnival on June 26<sup>th</sup> and is asking the board for permission to bring the trucks down to the event. Eaton motioned to allow the STFD trucks to be present at the event. Stephan supported. Motion carried.

## BLIGHT ENFORCEMENT:

Officer Moran provided reports, filings and pictures of violations. He is providing copies to Clerk Carstens to create a current ongoing file in the Clerks' office while keeping records at his home office. Current ordinance violations include; 2830 State Street, 10575 Ossineke Road, and 2761 State Street.

## UNFINISHED BUSINESS:

-WEBSITE PROGRESS: Carstens explained to the board that even though FOIA (Freedom of Information Act) is required by law, the township board needs to adopt the standard Procedures, Policies, and Guidelines provided by MTA (Michigan Township Association), along with the adoption of Public Inspection of Public Records Policy also provided by MTA. Carstens motioned to adopt both policies above in Resolution# 2022-03, so these along with the public forms can be placed on the township website. Liske supported. Motion carried. Roll Call Vote: 5-Yes, 0-No. Resolution adopted. Officer Moran asked that the contact number for enforcement remain as the clerk's office phone number. Discussion and multiple options for contacting Officer Moran will continue to be reviewed and more discussion to follow.

-REVIEW ORDINANCE OFFICER PAY: Current pay for blight enforcement officer is \$105.00 per month, for up to 7hours plus \$15.00 per hour for anything above 7hours per month. Mileage rate of \$0.585 per mile. Zoning enforcement is unresolved at this time and will be comparable to what neighboring townships pay and how they handle their zoning enforcement.

-EGLE-Review grant for the Barn Project: Stephan discussed working with Janice & Julie from EGLE and was granted a 1 year extension. All site testing has been completed and due to adjacent property contamination and continued leakage, no more testing is required at this time. Still looking at including IGA building, but owner is not looking to sell at this time.

-Bill from NEMCOG for Maps: Supervisor Gauthier received a bill for \$300.00 from NEMCOG for new maps, but wasn't able to bring a copy due to printer not working.

-COPIER: Supervisor Gauthier had Miller Office Supply come to look at printer and wasn't able to fix it on the spot. They will be ordering parts and trying to fix it, once the parts arrive. If the printer is unable to be fixed, he will be looking at purchasing a new one.

## NEW BUSINESS:

-MTA Chapter Meeting: Next Chapter meeting will be held on Monday, April 18<sup>th</sup> at the Long Rapids Hall at 7:00pm

-Clerk Software & Computer: Clerk received multiple notifications from QuickBooks that the 2019 software will be discontinued for services and support, including payroll services on May 31, 2022. If upgrade doesn't happen

before then, payroll tax calculations will be incorrect and payroll subscription will be deactivated. Carstens also informed board members that the System Hard Drive on the Clerk's desktop computer needs optimization and while trying to optimize, after completing 31% receives an error. This issue has been in existence since taking office in December. Liske motioned to upgrade the QuickBooks software to QuickBooks Pro Plus 2022 (1 user) for a cost of \$349.99 per year, and to have the Clerk & Treasurer's desktop computers reviewed by an expert to fix any issues before the new software is downloaded. Carstens supported. Motion carried.

-ZONING PERMITS: Discussion on pricing and payments to Keith Krentz for issuing zoning permits. Gauthier and Liske believe costs to be, \$25-Structure, \$15-Demo, and \$10-Farm Use. More discussion to be held next month after checking with neighboring townships.

BUDGET ADJUSTMENTS:

Nothing to adjust.

BILLS:

Motion by Liske to approve the pre-authorized with check numbers 25454 through 25481 and monthly bills with check numbers 25482 through 25505, with per-diem amounts for Carstens & Eaton to be reduced by \$10.00 for next month, and Misiak reduced by \$5.00 on next check, due to errors in pay. Invoice is needed for Robert Kensa for grass cutting on well-site. Eaton supported. Motion carried.

PUBLIC COMMENTS:

-Liske noted that the repairs done to Fire Engine #1 by Abend Brothers Collision came in higher than originally anticipated.

-Eaton stated that the mulch for Shingabashores playground is anticipated to be delivered the 1<sup>st</sup> part of May and the old needs to be removed before the new can be installed. Stephan and Hart volunteered to do the removal.

-John Kozlowski provided the board and local citizens with some updates at the county level and asks the board to continue to support him and his campaign in keeping his commissioner position.

Adjourn @ 9:30pm. Next meeting: May 9th, 2022 @ 7:00pm.