

**IMLAY TOWNSHIP BOARD  
REGULAR MEETING MINUTES  
November 20<sup>th</sup>, 2019- 7:30 PM**

**ATTENDANCE**

**Roll Call** – Recording Secretary Melanie Ross called roll. Clerk Jepsen declared a quorum of the Imlay Township Board present.

**Members Present:** Clerk Jepsen, Treasurer Priehs, Trustee Stoldt, and Trustee Guerin.

**Members Absent:** Supervisor Hoeksema.

**Others Present:** Recording Secretary Melanie Ross, Enforcement Officer Gepfrey and members of the public.

**CALL MEETING TO ORDER**

Trustee Guerin made a motion to appoint Clerk Jepsen to preside over the meeting in Supervisor Hoeksema's absence; seconded by Treasurer Priehs. **Motion carried.** Clerk Jepsen called the meeting to order at 7:30 pm.

**APPROVAL OF AGENDA**

Clerk Jepsen added "*Shredder*" to action item 4. Trustee Stoldt moved to approve the agenda as amended; seconded by Treasurer Priehs. **Motion carried.**

**APPROVAL OF MINUTES**

Trustee Stoldt moved to approve the Minutes of the October 16<sup>th</sup>, 2019 Regular Board Meeting as presented; seconded by Trustee Guerin. **Motion carried.**

**CITIZEN'S COMMENTS**

1. A concerned citizen inquired about section numbers in the Township Zoning Ordinance.

**ACTION ITEMS**

1. **Home Occupation at 130 Rule Rd.-** Clerk Jepsen discussed the Planning Commission's recommendation regarding the application for the Home Occupation at 130 Rule Rd. Trustee Stoldt made a motion to approve the Planning Commission's recommendation regarding the Home Occupation at 130 Rule Rd.; seconded by Trustee Guerin. **Motion carried.**
2. **Snow Removal Contract-** Treasurer Priehs made a motion to renew the Snow Removal Contract with Luke Childers; seconded by Trustee Stoldt. **Motion carried.**
3. **Road Maintenance Agreement Belle Valley Land-** Discussion was held regarding the Belle Valley Land Road Maintenance Agreement. No action taken.
4. **Color Printer/Fax Machine/Shredder-** Clerk Jepsen discussed the need for a new color printer/fax machine and shredder. Trustee Stoldt made a motion to approve the purchase of a new color printer/fax machine not to exceed the amount of \$300; seconded by Trustee Guerin. **Motion carried.** Discussion was held regarding the purchase of a new paper shredder vs. using a paper shredding service. No action taken
5. **Budget Amendment-** Clerk Jepsen made a motion to approve the Budget Amendment as presented; seconded by Treasurer Priehs. **Motion carried.**
6. **Board of Review Alternate-** Clerk Jepsen discussed appointing Bill Cremeans to the Board of Review, with a term ending 12/31/20, with a start date of this December. Treasurer Priehs made a motion to appoint Bill Cremeans to the Board of Review; seconded by Trustee Stoldt. **Motion carried.**

7. **Office Closing Dec. 27<sup>th</sup>**- Trustee Stoldt made a motion to close the Township Office on December 27<sup>th</sup>, 2019; seconded by Trustee Guerin. **Motion carried.**

**OPERATIONAL MONITORING**

1. **Treasurer’s Report**- Trustee Stoldt made a motion to approve the Treasurer’s report as amended; seconded by Trustee Guerin. **Motion carried.**
2. **Assessor’s Report**- None.
3. **Planning Commission Report**- Clerk Jepsen discussed the Planning Commission 2019 Annual Report.
4. **Cemetery Report**- None.
5. **Attorney’s Report**- None.
6. **Safety Report**- None.
7. **Enforcement Report**- None.
8. **Road Condition Report**- None.

**BILLS TO BE PAID**

*Bills to be paid*- None.

*Checks preapproved and written*- Clerk Jepsen moved to approve the checks preapproved and written as presented; seconded by Trustee Stoldt. **Motion carried.**

<b>General Fund</b>	<b>\$6,882.16</b>
<b>General Fund Payroll</b>	<b>\$8,886.94</b>
<i>Checks #12932-12971, 1 EFTPS</i>	
<b>Fire Protection Services Fund</b>	<b>\$0.00</b>
<i>Check #</i>	
<b>Cemetery Fund</b>	<b>\$6,785.03</b>
<b>Cemetery Fund Payroll</b>	<b>\$0.00</b>
<i>Checks #4697-4699</i>	
<b>Permit Fund</b>	<b>\$4,555.00</b>
<b>Permit Fund Payroll</b>	<b>\$1,839.85</b>
<i>Checks #1382-1394, 1 EFTPS</i>	
<b>OEF/MP</b>	<b>\$0.00</b>
<b>Perpetual Care</b>	<b>\$0.00</b>
<b>Trust &amp; Agency</b>	<b>\$0.00</b>
<b>Water Fund</b>	<b>\$1,233.66</b>
<i>Checks #1189-1190</i>	
<b>TOTAL</b>	<b>\$30,182.64</b>

**ADJOURNMENT**

Trustee Stoldt made a motion to adjourn; seconded by Clerk Jepsen. The meeting was adjourned at 8:08 pm.

**RESPECTFULLY SUBMITTED**

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Carla Jepsen, Imlay Township Clerk

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Steve Hoeksema, Imlay Township Supervisor

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Melanie Ross, Recording Secretary