

**IMLAY TOWNSHIP BOARD  
REGULAR MEETING MINUTES  
March 20, 2024**

**ATTENDANCE**

**Roll Call** – Recording Secretary Stephens called roll. A quorum of the Imlay Township Board was present.

**Members Present:** Supervisor Farkas, Clerk Jepsen, Treasurer Priehs.

**Members Absent:** Trustee Stoldt, and Trustee Guerin.

**Others Present:** Members of the public.

**CALL MEETING TO ORDER**

Supervisor Farkas called the meeting to order at 7:30 pm with Pledge of Allegiance and prayer.

**APPROVAL OF AGENDA**

Supervisor Farkas requested that items G. Front Door and H. Road Projects be added to the agenda. Treasurer Priehs made a motion to approve the agenda as presented; seconded by Clerk Jepsen. **MC**

**APPROVAL OF MINUTES**

Treasurer Priehs made a motion to approve the February 21, 2024, Regular Board Meeting Minutes. Seconded by Clerk Jepsen. **MC.**

Clerk Jepsen made a request to move the approval of March 6, 2024, Work Session Minutes to the next Regular Board Meeting to have a quorum of Board members that were at the meeting available to approve.

**CITIZEN'S COMMENTS**

Citizens' comments were heard.

**PUBLIC HEARING**

Public Hearing on the 2024 – 2025 Fiscal Year Budget.

Opened 7:37pm

Closed 7:38pm

**ACTION ITEMS**

**A) Budget –**

- a.** Clerk Jepsen made a motion to approve the General Fund Budget for the 2024-2025 Fiscal Year for \$1,063,685.00, Seconded by Treasurer Priehs. **MC**
- b.** Clerk Jepsen made a motion to approve the Cemetery Budget for the 2024- 2025 Fiscal Year for \$89,300.00, Seconded by Treasurer Priehs. **MC.**
- c.** Clerk Jepsen made a motion to approve the Permit Budget for the 2024- 2025 Fiscal Year for \$48,100.00, Seconded by Treasurer Priehs. **MC.**
- d.** Clerk Jepsen made a motion to approve the Water Budget for the 2024- 2025 Fiscal Year for \$23,400.00, Seconded by Treasurer Priehs. **MC.**

- e. Clerk Jepsen made a motion to approve the OEF/MP Budget for the 2024- 2025 Fiscal Year for \$50,600.00, Seconded by Treasurer Priehs. **MC.**
- B) Budget Amendments –**
- a. Clerk Jepsen made a motion to approve an increase to Cemetery Budget for the 2023-2024 fiscal year by \$10,000, to be taken from fund balance, Seconded by Treasurer Priehs. **MC.**
  - b. Clerk Jepsen made a motion to approve an increase to Water Budget for the 2023-2024 fiscal year by \$10,000, to be taken from fund balance, Seconded by Treasurer Priehs. **MC.**
  - c. Clerk Jepsen made a motion to approve an increase to General Fund Publishing & Printing Budget for the 2023-2024 fiscal year by \$1,750, to be taken from fund balance, Seconded by Treasurer Priehs. **MC.**
  - d. Clerk Jepsen made a motion to approve an increase to General Fund Fire Department Budget for the 2023-2024 fiscal year by \$64,000, to be taken from fund balance, Seconded by Treasurer Priehs. **MC.**
  - e. Clerk Jepsen made a motion to approve an increase to Water: Facilities & Equipment Budget for the 2023-2024 fiscal year by \$7,500, from fund balance, Seconded by Treasurer Priehs. **MC.**
- C) Computer for the Supervisor –** The Supervisor would like to purchase a new desktop computer; his current laptop will be repurposed for the Clerk’s office. Treasurer Priehs made the motion to purchase a new desktop computer for the Supervisor, not exceeding the amount of \$800. Seconded by Clerk Jepsen. **MC.**
- D) Website Upgrade –** CC’s Computer Services would like to upgrade the software on the website; this would cost \$2500. Treasurer Priehs made the motion to approve the upgrading of the website for the cost of \$2500, Seconded by Clerk Jepsen. **MC.**
- E) CC’s Computer Services Contract -** There is no price change on the contract this year. Treasurer Priehs made a motion to approve the contract with CC’s Computer Services, Seconded by Clerk Jepsen. **MC.**
- F) Employee Pay –**
- a. Assessor’s Pay - \$24,501 annual salary
  - b. Deputy Clerk - \$18.00 per hour plus paid holidays (4 hours per holiday)
  - c. Janitor: \$90 per week
  - d. Office Manager - \$17.00 per hour plus paid holidays (4 hours per holiday)
  - e. Planning Commission Chairperson - \$100.00 Per Meeting
  - f. Planning Commission Members - \$75.00 Per Meeting
  - g. Zoning Board of Appeals - \$50.00 Per Meeting
- Clerk Jepsen made a motion to approve the above pay increases, Seconded by Treasurer Priehs. **MC.**
- G) Front Door –** Hill Construction quoted to install a new handicap front door for the cost of \$19,875 plus \$5,000 contingency for the cost of \$24,875. Clerk Jepsen made a motion to approve Hill Construction for installing the new front door at a cost not to exceed \$24,875 using funds from ARPA, Seconded by Treasurer Priehs. **MC.**
- H) Road Projects -**
- a. Rider Rd. Ditching \$54,800.00
  - b. Summers Rd Limestone \$216,800.00
  - c. Bowman Rd Bridge \$55,000.00
  - d. Township Dust Control \$41,444.00
  - e. Brush Axe/Tree Removal \$10,000.00

- f. Township Roadside Mowing \$14,780.00
- g. Doran Rd Cross tube \$9,406.00
- h. Rule Rd Cross tube \$7,513.00

Treasurer Priehs made a motion to approve the above 2024 road projects using funds from the general fund and ARPA, Seconded Clerk Jepsen. **MC.**

**OPERATIONAL MONITORING**

1. **Treasurer’s Report-** Clerk Jepsen made a motion to approve the Treasurer’s Report, Seconded by Supervisor Farkas. **MC.**
2. **Assessor’s Report** – Board of Review was this past week, it went well.
3. **Planning Commission Report-** Supervisor Farkas would like to reappoint the following members, Luke Childers, Michon Thompson, Keith Goodreau.  
Treasurer Priehs made a motion to renew the above members for a 3-year term starting March 1, 2024, until March 1, 2027, Seconded by Clerk Jepsen. **MC.**
4. **Cemetery Report-** The new driveway has been installed, 5 of the trees has been removed, stump removal has started, and the inside of the Mausoleum has been painted. When the weather warms up, they will start to power wash the outside of the Mausoleum.
5. **Attorney’s Report-** None.
6. **Road Condition Report** – None.
7. **Enforcement Report-** None.

**BILLS TO BE PAID**

Treasurer Priehs made a motion to approve the Clerk’s Report; seconded by Clerk Jepsen. **MC.**

**Clerk's Report**  
**Feb-24**

<b>Checks Pre-Approved and Written</b> (Included as expenses in the budget)	
	<b>Total for Month</b>
<b>General Fund</b>	\$35,580.99
General Fund Payroll	\$18,017.71
checks # 14878-14925, 1 efts	
<b>General Fund Fire Protection</b>	\$0.00
check #	
<b>General Fund ARPA</b>	\$0.00
check #	
<b>Cemetery Fund</b>	\$5,490.51
check # 4885-4888	
<b>Permit Fund</b>	\$0.00
Permit Fund Payroll	\$1,254.37

check # 11704, 1 efts	
<b>OEFMP</b>	\$589.00
check # 157	
<b>Perpetual Care</b>	\$0.00
<b>Water Fund</b>	\$63.08
check # 211091-211092	
<b>TOTAL PAID (all funds)</b>	<b>\$60,995.66</b>

**ADJOURNMENT**

Supervisor Farkas made a motion to adjourn the meeting, supported by Clerk Jepsen. MC  
The meeting was adjourned at 8:03 pm.

**RESPECTFULLY SUBMITTED**

Carla Jepsen, Imlay Township Clerk

Rick Farkas, Imlay Township Supervisor

Cristy Stephens, Recording Secretary