

7-10-2018 unapproved

REGULAR July 10, 2018 MEETING OF THE GREEN CHARTER TOWNSHIP BOARD WAS CALLED TO ORDER AT 7:00 P.M., THE SUPERVISOR LED THE BOARD IN THE PLEDGE OF ALLEGIANCE TO THE FLAG.

THE FOLLOWING BOARD MEMBERS WERE PRESENT, ROLL CALL.

| | |
|-------------------|------------|
| JAMES CHAPMAN | SUPERVISOR |
| JANET CLARK | CLERK |
| DENISE MACFARLANE | TREASURER |
| NANCY STEPHAN | TRUSTEE |
| GARY TODD | TRUSTEE |
| JAMES T. PEEK | TRUSTEE |
| KELLY CUSHWAY | TRUSTEE |

MINUTES

The clerk presented the minutes of the 6-12-2018 regular board meeting.

There was a discussion.

MOTION was made by J. Peek and supported by D. MacFarlane to accept the minutes of the 6-10-2018 regular board meeting. MOTION CARRIED. 7 yes

The clerk presented the minutes of the 6-22-2018 special board meeting.

There was a discussion.

MOTION was made by J. Peek and supported by G. Todd to accept the minutes of the 6-22-2018 regular board meeting. MOTION CARRIED. 7 yes

TREASURERS REPORT

The treasurer presented the treasurer's report:

7-5-2018 General fund balance \$609,688.39

7-5-2018 Sewer fund balance \$526,219.01

MOTION was made by J. Peek and supported by G. Todd to accept the treasurer's reports as presented in all funds. MOTION CARRIED. 7 yes

SEWER REPORT

Troy McDonald presented Green Charter Township sewer report as follows:

6/1/2018 - 6/30/2018 30 days

Reading 207397277

Total Flow 90317 Average daily flow 30,107

KW - May 313 KW Y.T.D. 3866

PUBLIC COMMENTS

Grant township supervisor was present thanking Green Charter Township board for the road improvement on Round Lake Road and stated several of Grant township residents have expressed their appreciation on the improvement.

OLD BUSINESS

SEWER LINE TELEWISE AND CLEAN

Sewer O/M employee Troy McDonald submitted and reported the information on the “cost to televise and clean approximately 13,000 LF of 8” sewer lines”.

He had checked with three companies.

Northern A-1 Environmental Services includes the following;

- Best price quote
- Big Rapids City uses this firm often
- Does the permitting needed including for disposal
- Additional cost would be for water needed for flushing
- Suggesting checking with BRCT or BR City

Further discussion:

Green Haven resident was present who did have a backup from a plugged sewer line costing “\$4,800”.

A complete check of the sewer lines of the system have never been cleaned and televised.

Need a baseline of the system.

Preventative maintenance

Adequate funds available for this maintenance

Estimated \$40,000 approximate cost

No exact cost until the work is completed because of the unknowns in the system.

MOTION was made by J. Peek and supported by D. MacFarlane to contract with Northern A-1 Environmental Services to televise and clean the Green Charter Township sewer, approximately 13,000 LF of 8” Sewer.

MOTION CARRIED 7 YES. Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

FYI

Round Lake Road done except for line painting and the 100 yards that was done in Grant Twp. will not be billed to Green.

Spruce Road Mecosta Co. indicated the papers are 99% filed. And the order for the tubes/culverts are ordered and expected for 5-6 weeks delivery.

HALL PARKING LOT

Request for bids has been sent out on website, Pioneer paper ad and 4-5 companies notified.

FOOT BRIDGE OVER PARIS CREEK

July 21, 2018 the bridge comes down in the City of Big Rapids.

Morningstar will deliver

Switzer Sand & Gravel will store until ready to be worked on.

OPEN BURNING IN PARKS NOT ALLOWED

Signs for “no open burning or open fire pits should be delivered this week. Rental contracts are all updated.

NEW BUSINESS

INTERNET TOWER

ISI representative was present and reported on the grounds maintenance at the tower. Autumn Olive has been cut and cleared. Two trees are in need of trimming or removal. The Park commission will be consulted for direction. In 2019 an independent inspection will be done as required. ISI's certified tech will be checking tower connections.

STONE HATCHERY VANDALISM

Someone climbed up to the cameras at the SHP and hacked the camera system. All cameras have been reprogrammed. A trustee questioned ISI's charges on the camera repair invoice. ISI explained because of the extreme amount of work involved restoring the cameras to full working order and reminded the board they always give the township a discount, because they own property in the township. There was a lengthy discussion. It was suggested possibly enclosing inside a secure box and/or more cameras. Claim was turned into insurance company and there was a \$500.00 deductible.

2018 TAX RATE REQUEST

Big Rapids Public Schools L-4029 reviewed

ASSESSOR'S CONTRACT

Assessor contract renewal of 3 years was presented for review. July 1, 2018 to July 1, 2021 Precise Tax Assessment LLC, contractor same rate \$14.00 per parcel with \$100.00 as Seth Lattimore assessor employee. There was a discussion. Minimum number of hours in township office changed to 4 per week, explaining there are many hours he is out in the field reviewing properties, and available by cell phone. Monday is his usual day in the office 9-1 and may be in the township on other days during the week. **MOTION WAS MADE** by J. Peek and supported by N. Stephan to renew the following three year contract with Precise Tax Assessment LLC,/ Seth Lattimore.

MOTION CARRIED. 7 YES. Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

**GREEN CHARTER TOWNSHIP MECOSTA COUNTY
ASSESSING CONTRACT
Contract for 2018/2021 Assessment Years**

Green Charter Township of Mecosta County, Michigan, hereby contracts with Seth Lattimore d.b.a. Precise Tax Assessments LLC. for the following services for the period of July 1, 2018 to July 1, 2021. This contract may be terminated by either side with 30 days' notice.

RESPONSIBILITIES OF ASSESSOR

1. The assessor shall maintain all licenses and certifications needed to complete their assigned duties.
2. To inspect parcels in Green Charter Township in order to obtain the data necessary to compute a market value as defined by Section 211.27 of the Michigan Compiled Laws.
3. To take said market values of each parcel in Green Charter Township and prepare assessment roll for Board of Review including a printed hard copy of all cards prior to the Board of Review Meeting.
4. Attend and assist at all Board of Review Meetings
5. Represent the Township at any Tax Tribunal Appeal Hearings, including those arising from the activities of prior assessor(s). If/when this contract is terminated the assessor shall provide, upon request, a written summary for use in a future appeal. The assessor shall keep the Township Supervisor apprised of the progress of any appeals.
6. To prepare necessary forms in compliance with Mecosta County Equalization and Michigan State Law as it applies to equalization.
7. New construction to be measured with drawings properly recorded on the APEX Software or equivalent and pictures taken.
8. All records pertaining to splits and new construction to be maintained.
9. All assessment records shall be housed at the Green Charter Township hall. This includes, but is not limited to, PRE's, Splits, Veterans' Exemptions, Poverty Exemptions, land divisions, new construction, assessment cards and such pertinent forms and records. The master version of the assessing database, currently via BS&A, shall be maintained at the Green Charter Township Hall. Information on any working copies shall be transferred to the master version as soon as reasonably possible.
10. Assessment change notices and personal property statements to be mailed by the Assessor.
11. Land division information and actions to be executed by the Assessor and file maintained at the township hall. Land divisions and lot split are part of the normal duties of the assessor and not subject to any additional fees.
12. Assessor must spend a minimum of 4 hours per week at Green Charter Township Hall during regular office hours and by appointment.
13. Reviewing all changes to the tax roll with the Treasurer and assist Treasurer as needed

RESPONSIBILITIES OF THE TOWNSHIP

1. Green Charter Township (Township) shall provide adequate work space and records

storage space for the assessor to complete assigned tasks.

2. Township shall provide adequate hardware and software to complete the tasks assigned. Any hardware, software, and any product produced by them in addition to any product produced by the assessor while acting as an assessor of the township shall remain the property of the township and shall be used only for the completion of duties assigned by the township. Transportation and field equipment are the responsibility of the assessor.

COMPENSATION

1. The fee for said services to be computed at \$14.00 per parcel per year prorated to a per month basis. Parcel count will be based on the finished assessment roll. Payment shall be in monthly installments with the balance due at the contract's end using the parcel count from the assessment at the close of the March Board Review at that time.
2. Mileage to and from hearing sites to be paid by the Township for cases defended before the Michigan tax Tribunal or State Tax Commission while this contract is in effect.
3. Postage expense to be paid by Township.
4. Three Township Board Meetings to be attended upon request of the Supervisor per year for the contract duration one of which shall be the April Board meeting where the assessor shall provide an End Of The Year Report
5. The assessor shall be present a minimum of 3 hours per day at March Board of Review meeting days. The Assessor will also attend the July and December Board of Review meetings.
6. Township does not provide any benefits for assessor.

Seth Lattimore, Assessor

Clerk, Green Charter Twp.

Supervisor, Green Charter Twp.

Treasurer, Green Charter Twp.

Trustee, Green Charter Twp.

Trustee, Green Charter Twp.

Trustee, Green Charter Twp.

Trustee, Green Charter Twp.

Informational addendum:

TOWNSHIP ASSESSOR PAYMENT METHODOLOGY

MOTION was made by Peek and supported by MacFarlane to approve the following methodology for the township assessor.

MOTION CARRIED. 7 yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

Green Charter Township Assessing Information; A licensed assessor must sign the tax roll as an employee.

THEREFORE: Salary compensation for the employee, Seth Lattimore to sign the tax roll shall be \$100.00 annually.

All other record keeping, data entry, mapping, fieldwork, computer work and any other work on the assessment records of the township will be paid to Precise Tax Assessments LLC/Seth Lattimore as a contractor paid per parcel as per contract.

Seth Lattimore/Precise Tax Assessment LLC, as a sole proprietor, will carry his own liability insurance. As a sole proprietor he is unable to carry workers comp insurance on himself and has proof of “Notice of Exclusion” from the State of Michigan Department of Licensing and Regulatory Affairs Workers’ compensation agency.

Seth Lattimore, Assessor
Green Charter Township

Janet Clark, Clerk
Green Charter Township

James Chapman, Supervisor

Denise MacFarlane, Treasurer

AT&T METRO ACT RENEWAL

METRO ACT RIGHT OF WAY PERMIT EXTENSION

MOTION WAS MADE by D. MacFarlane and supported by G. Todd to approve Extending the existing METRO Act Permit issued by the Green Charter Township/ Mecosta County to Michigan Bell Telephone Company d/b/a AT&T Michigan (“AT&T”) which expires on December 31, 2018. The extension is for a term to end on December 31, 2023.

MOTION CARRIED. 7 YES

PUBLIC COMMENTS

A township property owner who has loved ones in the township Parkhill cemetery thanked the township for the great work that is being done in taking care of the township cemeteries.

Another township resident from Green Haven subdivision has no complaints on the maintenance of the tower site that is on the Mecosta County Parks property. He also expressed appreciation for the good things happening in Green Township and thanked the board. “Great job.”

MOTION WAS MADE by J. Peek and supported by D. MacFarlane to approve the following amendment in the General fund. **MOTION CARRIED. 6 YES** Stephan, Peek, Clark, Chapman, MacFarlane, Todd
1 NO - Cushway

| 6/22/2018 BUDGET YEAR 2018-2019 AMENDMENTS | | | | | | |
|--|---------------------------|-----------|---------------|----------------|---------------|-----------------|
| ACCOUNT | DESCRIPTION | ACTUAL | BUDGET | AMENDED AMOUNT | NEW BUDGET | AMENDED BALANCE |
| GENERAL FUND | | | | | | |
| 101-215-706 | DEPUTY CLERK | \$ 828.75 | \$ 2,000.00 | \$ 11,500.00 | \$ 13,500.00 | \$ 12,671.25 |
| 101-215-707 | CLERK ADMIN ASSIST. | \$ - | \$ - | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| | from | | | | \$ - | |
| 101-101-695 | ADVANCE FROM FUND BALANCE | \$ - | \$ 208,387.88 | \$ 12,500.00 | \$ 220,887.88 | \$ 220,887.88 |
| | | | | | \$ - | |

AUTHORIZE PAYMENT OF BILLS

MOTION was made by G. Todd supported by J. Peek to approve payment of the following bills:

GENERAL FUND 6/14/2018- 7/10/2018 #13443 # 13485 \$22,741.01

SEWER FUND 6/12/2018- 6/12/2018 CK #3676 - # 3683 \$2,298.07

MOTION CARRIED. 7 YES Stephan, Peek, Chapman, Clark, MacFarlane, Todd, Cushway

Janet Clark, Township Clerk 7/10/2018 – 8:08 P.M. meeting adjourned