

OLON TOWNSHIP

Monthly Staff Meeting

Solon Township Hall
15185 Algoma Avenue
Cedar Springs, MI 49319
616-696-1718

Minutes

April 6, 2022

CALL TO ORDER 10:00 A.M.

Present: Ellick, Gerhardt, Chief Hays, Hoskins, Stout, Willoughby

Absent:

Public:

Departmental Activities

- Assessing: March Board of Review is complete. Only had three property owners come in person and two letter appeals. Working on adding assessor tab to our website and adding access to many state forms that are commonly used. The new audit schedule is set to be out sometime this year for the entire State (5-year cycle). Many things need to be done this year for Public Act 660 or 2018 (Assessing Reform).
- Zoning: Busy as usual. Working on King property. Need to clean up of Fosburg property. Working on additional complaints.
- Building: Had six cert of occupancy this first quarter. Was mostly new construction for first quarter.
- Fire Department: Getting a glucometer. Exploring other software as current Firehouse software is no longer being supported for updates. Grates are in and look nice. Been in contact with Discount Door but haven't received update yet. FF Pickard states he's going go on more runs, expecting resignation from FF Elliott.

Business/Topics of Discussion:

- Public Inspection of Records Policy Change (Assessing): A motion was made by Ellick to approve the Public Inspection of Records Policy as presented, seconded by Willoughby. Motion carried 5-0.
- Set Clean Up Date(s)/Time(s): A tentative date of May 14th from 10am-4pm was established. Tabled to Board Meeting for approval along with budget amount.
- Approved Signers/Users of Bank Accounts: Need to add A.J. Anielski as an authorized user and signer. Banks will need updated list of all approved signers. Tabled to Board Meeting
- Appoint A.J. to Election Commission: A motion was made by Ellick to appoint A.J. Anielski to the Election Commission effective April 28, 2022, seconded by Willoughby. Motion carried 5-0.

- Walnut Tress: The price of walnut is up substantially. Will get with tree guy to see if it'd be worth it to sell some of the walnut trees on the property.
- Plumbing, Mechanical, Zoning Fees: A motion was made to change the plumbing and mechanical fees as presented, and change the zoning fees from \$40 to \$50, seconded by Willoughby. Motion carried 5-0.
- Policy: Chapter 1: Introduction and Compliance: A motion was made to approve Chapter 1: Introduction and Compliance policy as presented, seconded by Hoskins. Motion carried 5-0.
- FD Officer Salaries: Tabled to May staff meeting.
- Building Bids: Discussed all three bids. Will get an updated bid from J. Leitz Construction. Tabled to Board meeting.

Other Discussion –

- Velzy Park Trail Quotes for Asphalt: Received one bid. Waiting on a second.
- Office Safety: Discussed office safety and how to make the front window safer for the Administrative Asst. Will get with our security camera contractor to see if he has suggestions for an emergency drop shutter for the front window and also a way to monitor those entering the building.

Items for the Regular Township Board Meeting:

- Lawncare Bids
- FD Resignations
- Clean Up Date and Expenditures
- Approve Signers/Users for Bank Accounts
- KCRC Invoice: Wiersma
- Multipurpose Building Updated Bid

ADJOURNMENT Motion made by Gerhardt to adjourn, seconded by Stout. Motion carried 5-0.

NEXT MEETING - May 4, 2022