

SOLON TOWNSHIP

Monthly Staff Meeting

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

Minutes March 6, 2024

CALL TO ORDER 10:00 A.M.

Present: Robert Ellick, Jon Stout, Dorothy Willoughby, Mark Hoskins, A.J. Anielski, Rodney Ellick, Ron Perrin

Absent: none.

Public: Steve Skelonc, Brandi Karwoski

Departmental Activities

- **Assessing:** March Board of Review scheduled next Monday and Tuesday. After BOR, the roll will be finalized and balanced with Kent County.
- **Building:** The building department took in twice as much as last year, but is down from last month. House on Hanna paid for permitting, Kings property is being demo' d by new owners, and have an inspection at Aldi's today.
- **Zoning:** met with Premier yesterday who is wanting to continue with Phase 2.
- **Fire Department:** 37 calls last month, duty shifts were all covered except for 2. Did have employee reviews which were kept positive. FF Elliott was discussed and will be tabled to Board Meeting.

Business/Topics of Discussion:

- **Administrative Assistant II Interview:** Interviewed one candidate for the AAI2 position.
- **Payroll Clerk Wage:** Tabled to Board Meeting
- **Land Division Application Fee:**
- **Boundary Line Adjustment Fee:** A motion was made by Willoughby to approve the Land Division and Boundary Line Adjustment fees as presented, seconded by Anielski. Motion carried 5-0.
- **Server Backup Quote:** A motion was made by Willoughby to approve the Server Backup Quote in the amount of \$2429.18, seconded by Stout. Motion carried 5-0.
- **Zoning Mapping Quote:** A motion was made by Hoskins to approve the mapping quote for zoning no to exceed \$1000.00 from Dan Hula, seconded by Stout. Motion carried 5-0.
- **Cemetery Fence Quote:** Tabled to Board Meeting.

- Budget Amendments: A motion was made by Hoskins to approve the budget amendments as presented by the Clerk with the addition of the 500,000 amendment as recommended by the previous Treasurer Art Gerhardt, seconded by Stout. Motion carried 5-0.
- Committee & Assessor Wages: A motion was made by Ellick to increase the pay for committee members including the BOR, PC, ZBA and subcommittees from \$75 per meeting to \$100 per meeting, seconded by Stout. Motion carried 5-0. Assessor wages were tabled to Board Meeting.
- Salary Resolutions: Tabled to Board Meeting.
- Cemetery Burial Fees: A motion was made by Willoughby to approve the cemetery burial prices as presented by the Sexton, seconded by Anielski. Motion carried 5-0.
- Cursory Reviews of Site/Building Plans: A motion was made by Ellick to implement a \$450 fee for cursory reviews of site and building plans (which have no changes) before the Planning Commission, seconded by Stout. Motion carried 5-0.
- Lawncare bid: Tabled to Board Meeting.
- Set Date for Budget Hearing: The date for the Budget Hearing was set for Monday, March 25th, 2024 at 7:30

Other Discussion –

Website: tabled until next month's staff meeting.

Administrative Wages: table to Board Meeting.

-Steve Skelonc joined the meeting

Had a BS&A training on Friday. Learned a lot but it was a webinar format. Would like to have someone come in after a few weeks for further education.

A resolution against illegal immigrants was discussed briefly.

Public Comment: Steve Skelonc asked if any of the passed fire milage renewal was for wages?

Items for the Regular Township Board Meeting:

- FF Elliott
- Administrative Wages
- Payroll Clerk Wage
- Cemetery Fence Quote
- Assessor Wages
- Salary Resolutions
- Lawncare bids

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

NEXT MEETING – April 3, 2024