

**Fredonia Township Board-Regular Meeting  
February 17, 2020 6:30 PM  
Fredonia Township Hall  
8803 17 Mile Rd, Marshall, MI 49068**

**MINUTES**

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**BOARD MEMBERS** present:  Doug Damon, Supervisor  Cathy Combs, Clerk  JC Skowron, Treasurer  Ken Huestis, Trustee  Terry Day, Trustee

**STAFF** present:  Phil Damon, Fire Chief  Dianna Baker, Deputy Clerk/Cemetery Sexton  Pamela Jo Eastman, IT  Jacob Washburn, Deputy Supervisor/FD Training Officer  Dan Livingston Sr., Calhoun County Planning Commission  George Crandall, Twp. Planning Committee;  Robert Hawley, Zoning Administrator/Ordinance Officer

**CALL TO ORDER: 6:30 PM**

**PLEDGE OF ALLIGENCE:**

**GUEST:** Joe Verlin, Auditor with Gabridge & Co. provided highlights of the 6/30/19 audit. The opinion of Financial Statement is the highest level and has enough controls in place to provide comfort in the financial stability of the township. Assets exceed liabilities; Cash in hand exceeds cash out by \$6,017. General fund – (cash on hand to cover day to day) funds side by side, all positive. Qualified Statement received, approved and filed with State Treasurer. Fredonia has complied with audit and related filings.

**GUEST:** David E. Gilbert, Calhoun County Prosecuting Attorney provided an update on the county’s prosecuting office. Defenders’ office is operational, discussed number of criminal attorney’s, legalized marijuana and programs to assist children 11-17 to keep the kids out of the system.

**AGENDA – Additions/Deletions:** Governmental Procurement Cooperative

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**MINUTES FROM PREVIOUS MONTH:**

Motion made by Ken and supported by JC to approve the January 20, 2020 minutes.

**APPROVED AS READ**

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**FINANCIAL REPORT-**

JC reviewed cash summary by fund account for township. Advised still working on reconciliation and that fund 301 PUBLIC SAFETY BANK ACCOUNT should be going into account 205 PUBLIC SAFETY .

**PLACED ON FILE FOR AUDIT**

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**READING OF THE BILLS** by Cathy Combs

Bill listing provided with items paid and portion to be paid. Doug discussed I.T. Right’s invoice, with no contract, no authority from board, errors with technical services, I.T. Right has agreed to settle final bill of \$643.10 vs original \$1286.20. Doug made a motion with support from Ken to pay I.T. Right's final bill in the amount of \$643.10. A 2<sup>nd</sup> motion made by Doug and supported by Cathy to accept the *Reading of the Bills* as read.

**APPROVED AS READ**

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**CORRESPONDENCE: NONE**

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**PUBLIC COMMENT: – ONLY FOR ITEMS ON THE AGENDA: NONE**

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**REPORTS:**

**Fire Department:** Phil Damon reported there were 7 fire runs and 6 medicals for the month; pump training, blood glucose, newborn delivery, pediatric assessments and emergencies completed; Also, working on annual golf outing slated for June 27, 2020 @ Marshall Country Club. Written report provided as well.

**County Planning:** None

**Cemetery:** Dianna Baker provided report, 2 burials at Lyon Lake this past month. Houston and Lutheran had no burials.

**Assessor:** Roger advised that tax assessments will be mailed by 2/23/2020, 1000 plus to mail. Board of Review scheduled 3/9 at hall and 3/10 will be setting up in fire department due to election. Need to put in paper, web and post at hall.

**Zoning/Ordinance:** Robert discussed 1 zoning permit for 2020 and working on a couple of complaints. He emailed zoning ordinance revision to board.

**Planning Commission:** George advised the board a meeting will be scheduled to discuss the master plan after the board reviews.

**Road Committee:** Dan Livingston, Jr. discussed that 18 Mile road needs complete reconstruction therefore the committee will be tabling this project at this time due to funding. Dan discussed several projects to focus on in place of 18 Mile Road. Next meeting is the 2<sup>nd</sup> Tuesday in May.

**IT:** Pamela advised major internet outage, working on budget adjustments, provided assistance to clerk and treasurer and updating the Epollbook operating for upcoming elections.

**Marshall Ambulance:** Ken advised at the January meeting MAFFAA approved “Help Net” service; approved replacement of all pagers and installing new tablets to replace all old notebooks. New ambulance demonstration provided with power load system to aid with lifting injured residents.

**Finance Advisory:** Cynthia Newsome advised committee met a couple of times, reviewing budgets, cost savings and suggestions to board.

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**Old Business:**

**1. Zoning Board of Appeals appointments**

Doug advised discussion held last month without a vote and made motion with support from JC to appoint Bob Zalewski, Terry Day, and Dan Washburn with Dianna Baker as alternate. Motion carried unanimously.

**2. MCCU Safety Deposit Box**

Doug discussed that prior motion needs amending from 1/20/2020 to specify who the active Clerk and Treasurer replaced. In August Paul added himself only, he turned in a key, however, a key is also unaccounted for and cost to change lock will not exceed \$110. Once we gain access to the safety deposit box, a decision will need to be made to keep the box, change the locks or not have the box. The safety deposit box is paid thru August 2020. JC moved and Cathy supported that the minutes reflect the following: JC Skowron replaced Paul Baronowski as Township treasurer on all banks, Credit Union and safety deposit box as Paul is no longer affiliated with the management of this township nor is responsible for any duties as Township Treasurer. Cathy Combs replaced Karen Diver as Township Clerk on all banks, Credit Union and safety deposit box as Karen, is no longer affiliated with the

management of the township nor is responsible for any duties as Clerk. Motion will allow JC and Cathy access to safety deposit box. Motion carried unanimously.

### NEW BUSINESS:

1. **Governmental Procurement Cooperative:** Carl Damon reviewed 2 cooperatives to join at no fee, no obligation to become a member; Interlocal Contract and Sourcewell. Both organizations will help out fire department with purchasing future goods and services. Ken made motion supported by Cathy to join both organizations as members with Fredonia Township. Motion carried unanimously.
2. **Announce Deputies:** JC announced Frances Johnson as Deputy Treasurer and Cathy announced Dianna Baker as Deputy Clerk and both have been sworn in as deputies.
3. **Taxes Paid Over:** JC explained this would require a resolution. Discussed taxes that are overpaid with \$5 being the lowest amount and highest amount \$20. This would be if someone over pays the township the amount would be turned over to General Fund. This would be just for overages and \$5 or \$10 would be sufficient. Roger explained that the summer could be rolled over to winter but not winter to summer and suggested \$500 Petty Cash to refund to residents if an overage is paid. After discussion, Doug advised more investigation and will bring up at a next month's meeting.
4. **Master Plan/Zoning Ordinance:** Robert indicated that the Planning Commission has been working on the master plan and the township attorney reviewed and a few points added from county commission to the updated the master plan. New maps had minor updates. Board has email to read and approve for public distribution. The Master Plan will be available for public distribution. This will added to next month's meeting and it will be the end of May to have a public hearing for recommendations. Master Plan will be added to website.
5. **Budget Adjustments:** Pam provided copies to the board of the budget adjustments. Adjustments highlighted on the Revenue and Expenditure Report need board approval. Doug advised that positive measures have been made and corrections provided to the board to bring budget in line. Items have been discussed with Finance advisory but did not have a chance to review report for their recommendations prior to board meeting. Board agreed that this is a starting point to move forward and Finance advisory will look over updates and review at next week's meeting, February 24, 2020. JC moved and Terry supported to accept the Revenue and Expenditure Report revisions as outlined as a tool and use for future reference to move forward. Board discussion: In the future, board would like more notice to review documents prior to meeting. Motion carried unanimously.
6. **Tax Administration Fee:** Last year the admin fee was put in effect, no motion needed tonight. Right now the expenses for Assessor's office are paid out of General Fund. Doug is recommending a 1% but will discuss next meeting.
7. **Lawn mowing bids:** Separate lawn mowing bids will be accepted for the following: Lyon Lake Cemetery, Houston Cemetery, Lutheran Cemetery, township hall/fire station #2. Bids will need to be turned in by March 16, 2020. Bids will be opened at next month's meeting.
8. **Tax cards:** Savings by using post cards versus current mailings. JC explained that township will save on purchasing envelopes and postage from .55 cents to .35 cents for the postcards. Also, County Treasurer's has a machine to fold cards and software company-BS&A will help set up. This will be a cost saving measure for Township. Cathy made motion and Ken supported to move to post cards to send out for tax bills with further investigation for tax notices to township. Motion carried unanimously.
9. **Finance Advisory:** Doug adding to agenda at this time. It has been recommended by auditor to form finance advisory. It has also been advised to change the name to Finance Advisory vs committee as

only keeping notes vs. having officers and typing minutes. Doug moved and supported by JC to change the name of the Finance Committee to Finance Advisory. Motion carried unanimously.

**10. Investigation:** Ken moved to investigate board members, how much it will cost and move forward to legally charge if necessary. Discussion held as to legally investigate board members. Also, need policies and procedures in place to prevent anything happening in the future. Doug mentioned that our Auditor recommended contacting a Certified Public Governmental Accountant to review financial records. One has been contacted and after reviewing our audit and noticing items has advised that this will cost \$3000. Cathy amended Ken's motion with Doug supporting to move to investigate all employee(s) or vendors. Motion carried unanimously. Additional discussion held and advised to not mention specific names. JC moved and Cathy supported to remove names and investigate financial records involving all employees/vendors. Motion carried unanimously.

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**Public Comments made and noted as follows:**

\*Resolution maybe needed for hours of deputies

\*Research will be conducted on how to process overpaid taxes collected

\*Tax admin fee 1%

\*Notice posted and in Advisor advising Public Accuracy Test for the March 10, 2020 Election has been scheduled for Friday, February 21, 2020 at 4:00 p.m. at the Township Hall.

**Board Comment:**

\*Cathy advised board that a vote may be needed in future to pay Symetra \$141.21

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**Supervisor Doug Damon adjourned the meeting at 8:03 PM**

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Minutes prepared by Cathy Combs

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**Cathy Combs, Township Clerk**

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**Date**

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**Doug Damon, Township Supervisor**

\_\_\_\_\_  
**Date**