

OAKFIELD TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
February 14, 2017

CALL TO ORDER:

A regular meeting of the Oakfield Township Board of Trustees held February 14, 2017 at 10300 14 Mile Road, Rockford, MI., was called to order at 7:00 PM.

Present were: Greg Dean, Larry Parker, Bryan Porter, Pamela Riker, Ken Rittersdorf, Chad Sowerby and Linda VanHouten

Absent: None

APPROVAL OF MINUTES:

Motion to approve regular meeting minutes for January 10, 2017 offered by Porter second by Parker approved per a roll call vote 7-0.

FINANCIAL REPORTS:

Motion to approve the report of fund balances for January 2017 as presented offered by Sowerby second by Rittersdorf approved per a roll call vote 7-0.

Motion to transfer funds from the Capital Fund to the General – Fire Dept. – New Equipment - \$3,909.92 offered by Porter second by Sowerby approved per a roll call vote 7-0.

Motion to transfer funds from the Capital Fund to the General – Engineering on Lapple Road - \$2,149.39 Offered by Sowerby second by Rittersdorf approved per a roll call vote 7-0.

Motion to approve transfer from account 336-998 to 336-770 - \$4,000.00 for Tanker Repair offered by Rittersdorf second by Sowerby approved per a roll call vote 7-0.

Motion to amend the budget for Twp. Brd. Office Supplies account # (101-727) in the amount of \$2,000. offered by Porter second by Sowerby approved per a roll call vote 7-0.

Motion to amend the budget for Twp. Brd. Misc. account # (101-965) in the amount of \$4,000. offered by Sowerby second by Rittersdorf approved per a roll call vote 7-0.

Motion to amend the budget for Tax Admin. Assess. Exp. account # (209-861) in the amount of \$1,000. offered by Sowerby second by Rittersdorf approved per a roll call vote 7-0.

Motion to amend the budget for Dep. Clerk Exp. account # (215-862) in the amount of \$50. offered by Sowerby second by Rittersdorf approved per a roll call vote 7-0.

Motion to amend the budget for Tax Collection account # (253-863) in the amount of \$200. offered by Sowerby second by VanHouten approved per a roll call vote 7-0.

Motion to amend the budget for Transfer to Cemetery account # (276-997) in the amount of \$500. offered by Sowerby second by Rittersdorf approved per a roll call vote 7-0.

Motion to amend the budget for Fire Loss Ins. Exp. account # (336-966) in the amount of \$17,247. offered by Sowerby second by Porter approved per a roll call vote 7-0.

Motion to amend the budget for Plng. Comm. Zoning Bk. account # (400-801) in the amount of \$8,687.56 offered by Sowerby second by VanHouten approved per a roll call vote 7-0.

Motion to amend the budget for Zoning Dept. Admin. Exp. account # (410-861) in the amount of \$350. offered by Porter second by Rittersdorf approved per a roll call vote 7-0.

Motion to amend the budget for General Ins. account # (851-910) in the amount of \$200. offered by Sowerby second by Parker approved per a roll call vote 7-0.

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Motion to approve General Fund expenditures for the month of January in the amount of \$54,185.77 offered by Porter second by Parker approved per a roll call vote 7-0.

Motion to approve Sewer Fund expenditures for the month of January 2017 in the amount of \$1,916.49 offered by Porter second by Rittersdorf approved per a roll call vote 7-0.

COMMITTEE REPORTS:

Fire Department:

- 20 Runs for January 2017
- Monthly Training: ISO Evolutions, Recording times to empty, fill and establish water source on engine and tender.
- Report writing, new medical reporting software
- Update on house fire on Podunk Rd
- Report on File

PCI Report: Report on file

Planning Commission: Met last month. Next meeting Tuesday, Feb. 21 7:00 PM at the Twp hall.

Zoning Board of Appeals – Next meeting Wed., Feb. 15 7:00 PM at the Twp hall.

Zoning Administrator: Report on file

CORRESPONDENCE RECEIVED:

- **Charter Cable:** Price Changes
- **Comcast Cable:** Price Changes
- **Kent County Sheriff's Department –** Quarterly Report, on file.

CITIZEN'S COMMENTS: none

OLD BUSINESS:

- **Ashbaugh/Smith Property** - Cleaned Up. May have someone interested in purchasing. They would pay back taxes & buy from us. Twp cannot make a profit on it.
- **David Seay Property:** Cleaned up – property has been sold for new house.
- **Rood Property:** Waiting for them to decide what they are doing with property, not responding.
- **New Zoning Map:** Delivery April 1, 2017. Price is under \$2,000 for all the corrections. We will get 3 framed maps, 1 unframed and 50-60 small maps.
- **Lapple Paving Project –** Paving Project work order - \$429,000
Motion to approve Lapple paving project in the amount of \$429,000 offered by Parker second by Rittersdorf approved per a roll call vote 7-0.

New Business:

- **Kent County Road Commission –** Dust Layer and Load Restrictions Rd Commission will be handling the scheduling again this summer. Weight restrictions came back on.
- **Historical and Fire Commission appointments –** Carolyn Balko and Amy Delp, respectively

Motion to approve Carolyn Balko to the Historical Commission for a 3 year term expiring August 12, 2019 offered by Dean second Sowerby approved per a roll call vote 7-0.

Motion to approve Amy Delp to the Fire Auxiliary for a 3 year term expiring January 12, 2020 offered by Dean second by Parker approved per a roll call vote 7-0.

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- **Assessor's Contract:** Renew for another year. Hours will change effective Tuesday, April 4, 2017 to Tuesdays 8 am – 12 pm, Wed 8-12, 1-5, Thurs 8-12.
Motion to approve Marla's contract as presented offered by Porter second by Rittersdorf approved per a roll call vote 7-0.
- **Fire Department Emergency Services Billing:** Fire Dept bills out car accidents to Insurance Companies and they often reject. Dean had attorney Jim Scales draft a letter explaining the law to these ins co's. We will be sending this letter with future bills and will re-bill ones that refused. This is a state law and we expect them to pay.
- **Close the Books for Budget Year 2016-2017 March 22, 2017**
Motion to close the township books on March 22, 2017 and pay no more bills until after the start of the budget year offered by Dean second by Sowerby approved per a roll call vote 7-0.
- **Budget Hearing for 2017-2018 Budgets – Wed. March 29, 2017 7:00 PM**
Motion to hold a Budget Hearing on March 29, 2017 at 7:00 PM offered by Dean second by VanHouten approved per a roll call vote 7-0.
- **Budget Approval Meeting for 2017-2018 Budgets – Wed. March 29, 2017 7:30 PM**
Motion to hold a Budget Approval Meeting on March 29, 2017 at 7:30 PM offered by Porter second by Rittersdorf approved per a roll call vote 7-0.
- **Budget Workshop Wed. February 22, 2017, 7:00 PM**
Motion to hold a Budget Workshop on February 22, 2017 at 7 PM offered by Rittersdorf second by Riker approved per a roll call vote 7-0.

CITIZENS COMMENTS: none

BOARD COMMENTS: Parker suggested the possibility of closing the Twp offices on Fridays since the assessor will no longer be working on Fridays. Discussion.

Motion to close Twp offices on Fridays effective April 1, 2017 offered by Parker second by Riker was approved per a roll call vote 7-0.

Dean mentioned the Twp received a proposal from the auditors that would not exceed \$7000.

Motion to use Siegfried Crandall to do the audit offered by Parker second by Sowerby approved per a roll call vote 7-0.

Dean mentioned that Main Tech wanted the Twp to consider raising the quarterly fees for the Scram Lake sewer. Discussion by board.

Motion that we do not raise the quarterly fees at Scram Lake at this time offered by Dean second by Rittersdorf approved per a roll call vote 7-0.

VanHouten reminded the board to get with her to sign up for the upcoming MTA class that will be held on March 9.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:23 PM offered by Sowerby second by Riker approved per a voice call vote.

Linda L. VanHouten
Oakfield Township Clerk