

**EMMETT TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**FEBRUARY 10, 2021**

The February meeting was called to order by the supervisor at 7:00 p.m.

Roll call was taken with Butler, Brown, Keith Scott, Kot and Reliford all present

The consent agenda was accepted with a motion by Reliford and supported by Keith Scott. The consent agenda consisted of the minutes of the November meeting and because of the cancellation of the December & January meetings there were no minutes for either month. The November financial statement shows CD's in the amount of \$75,222.61, revenue sharing \$220,680.86, park & recreation \$15,522.80, tax acct \$521.45, trust & agency \$9,255.51, building admin. \$24,014.69 and the general fund \$9,047.51. The December financial statement shows CD's in the amount of \$75,222.61, revenue sharing \$215,704.86, park & recreation \$15,511.82, tax acct \$621,303.49, trust & agency \$9,005.76, building admin. \$26,124.44 and general fund \$1,589.01. The January financial statement shows CD's in the amount of \$75,222.61, revenue sharing \$255,806.39, park & recreation \$15,512.21, tax acct \$209,497.52, trust & agency \$8,755.99, building admin. \$24,763.61 and general fund \$36,816.80. Accounts payable for December was \$302.56 making the total expenditures for Nov. & Dec. \$15,916.79 & the accounts payable for January was \$145.37 making the total expenditures for January \$10,197.18.

It was decided that the snow removal expense be <sup>divided</sup> ~~dived~~ between the Park and General funds. KCE's contract has been extended from 2020 contract thru our 2021 snow season.

**Resolution #21-01- Poverty Exemption Policy & Guidelines**, was accepted with a motion made by Brown and support by Reliford.

Roll call: Brown; Yea, Keith Scott; Yea, Kot; Yea, Reliford; Yea and Butler; Yea. Motion passed.

**Resolution #21-02 – Establish Annual Budget Hearing Date**, was accepted with a motion by Reliford and support by Keith Scott.

Roll call: Keith Scott; Yea, Kot; Yea, Reliford; Yea, Butler; Yea and Brown; Yea. Motion passed.

**Resolution #21-03 – Establish Township Supervisor Salary**, was accepted with a motion by Reliford and support by Keith Scott.  
Roll call: Kot; Yea, Reliford; Yea, Butler; Yea, Brown; Yea and Keith Scott; Yea.  
Motion passed.

**Resolution #21-04 – Establish Township Clerk Salary**, was accepted with a motion by Butler and support by Keith Scott.  
Roll call: Reliford; Yea, Butler; Yea, Brown; Yea, Keith Scott; Yea and Kot; Yea.  
Motion passed.

**Resolution #21-05 – Establish Township Treasurer Salary**, was accepted with a motion by Reliford and support by Keith Scott.  
Roll call: Butler; Yea, Brown; Yea, Keith Scott; Yea, Kot; Yea and Reliford; Yea.  
Motion passed.

**Resolution #21-06 – Establish Township Trustee Salary**, was accepted with a motion by Butler and support by Kot.  
Roll call: Brown; Yea, Keith Scott; Yea, Kot; Yea, Reliford; Yea and Butler; Yea.  
Motion passed.

Brown made a motion to not approve the Interlocal Agreement for the St. Clair County Designated Assessor for the period January 1, 2021 through December 31, 2025. Butler supported.  
Roll call: Keith Scott; Yea, Kot; Yea, Reliford; Yea, Butler, Yea and Brown Yea.  
Motion passed.

Supervisor Butler made suggestion of appointments as follows:

Planning Commission:

Scott Mueller 4 yr. appointment to begin Jan. 2021 –Jan 1, 2025						
Joan Bowen; 2yr.	“	“	“	“	“	“ 2023
Pat Powers; 3yr.	“	“	“	“	“	“ 2024
Carrie Roose; 2yr.	“	“	“	“	“	“ 2023
Chris LaMay; 2yr.	“	“	“	“	“	“ 2023
Sandy Reliford 4 yr.	“	“	“	“	“	“ 2025

Board of Review:

Lawrence Powers (2Yr. appointments to begin Jan. 2021 thru Dec. 31, 2023)  
Pat Bolday  
Janet Butler and Don Dunn as alternate



Zoning Board of Appeals:

Scott Mueller; 4 yr.	appointment to begin Jan. 2021	- Jan1, 2025
Pat Keegan; 3 yr.	"	" " " " 2024
Don Dunn; 2 yr.	"	" " " " 2023
Karen Perry; 3 yr.	"	" " " " 2024
Lawrence Powers 2 yr.	"	" " " " 2023
Keith Scott; 4 yr.	"	" " " " 2025

Butler made a motion to accept the above listed appointments and was supported by Reliford. The motion was passed.

The yearly meeting calendars for Board of Trustee meetings, Planning Commission meetings and the ZBA meeting dates were approved with a motion by Butler and supported by Keith Scott. Motion was passed.

As of March 31, 2021 the supervisor eliminated the office of the zoning administrator. Starting April 1, 2021 all zoning questions and issues will be passed to the Planning commission for consideration, their findings will be sent to the Board of Trustees for final decisions.

Brown made a motion to split equally the assessing salary of \$26,550 between Carley Kimmen-DeMill and Vern Pearl for the budget year 2021-22 and also add office clerk to the budget with a salary of \$3,250.00. The motion was supported by Keith Scott.

Roll call: Kot; Yea, Reliford; Yea, Butler; Yea, Brown; Yea and Keith Scott; Yea. Motion passed.

Butler made a motion to purchase the 5 new computers @ \$670.00 each along with the software of \$249.00 for each. The total for all 5 computers \$4,595.00. Keith Scott supported.

Roll call: Reliford; Yea, Butler; Yea, Brown; Yea, Keith Scott; Yea and Kot; Yea. Motion carried.

The attached Budget corrections were accepted by Butler making the motion and Reliford supporting. Motion Carried.

Planning gave their report.

Reliford made a motion to adjourn and was supported by Keith Scott. Motion was passed. Meeting was adjourned at 9:30 p.m.

EMMETT TOWNSHIP BOARD OF TRUSTEES  
ANNUAL BUDGET MEETING  
MARCH 10, 2021

The budget meeting was called to order by the supervisor at 8:01p.m.

Roll call was taken with all present following the regular board meeting.

Resolution #21-07 – Investment & Depository Designation, was accepted with a motion by Butler and support by Reliford.

Roll call: Butler; Yea, Reliford; Yea, Keith Scott; Yea, Kot; Yea and Brown; Yea.  
Motion passed.

Resolution #21-08 – Investment & Depository Authorization, was accepted with a motion by Butler and support by Keith Scott.

Roll call: Reliford; Yea, Keith Scott; Yea, Kot; Yea, Brown; Yea and Butler; Yea.  
Motion passed.

Resolution #21-09 – 2021-22 Budget – General Fund, was accepted with a motion by Butler and support by Keith Scott.

Roll call: Keith Scott; Yea, Brown; Yea, Butler; Yea. Reliford; Yea and Kot; Yea.  
Motion passed.

Resolution #21-10- 2021-22 Building Inspection Fund Budget, was accepted with a motion by Butler and support by Reliford.

Roll call: Brown; Yea, Butler; Yea, Reliford; Yea, Kot, Yea and Keith Scott; Yea  
Motion Passed.

Resolution #21-11 – 2021-22 Park & Recreation Budget, was accepted with a motion by Butler and support by Brown.

Roll call; Butler; Yea, Reliford; Yea, Kot; Yea, Keith Scott; Yea and Brown; Yea.  
Motion passed.

Butler made a motion to accept the Yale Expositor as our newspaper of Record and was supported by Reliford. Motion passed.

Reliford made a motion to adjourn the meeting and was supported by Keith Scott.  
Motion was passed. Meeting was adjourned at 8:34 p.m.

Respectfully submitted,

*Beverly K. Brown*  
Beverly K. Brown, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
APRIL 14, 2021

The April Board of Trustees regularly scheduled meeting was cancelled because of the inability to hold a zoom meeting and a board member has contacted the virus.



EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
MAY 12, 2021

The regular board meeting was called to order at 7:00 p.m. by the Supervisor.

Roll call was taken with Reliford, Brown, Butler, Keith Scott and Kot all present.

The Consent agenda was accepted by a motion made by Keith Scott and supported by Reliford. Motion was passed. The Consent agenda included the March meeting and the March Budget meeting minutes, the April meeting was cancelled. The March financial report shows CD's in the amount of \$75,341.42 and April the same \$75,341.42, revenue sharing for March \$290,434.50 and April \$265,462.42, park & recreation for March \$15,262.96 and April \$15,263.36, tax acct for March \$2.00 and \$2.00 for April, trust & agency for March \$8,506.43 and April \$8,506.65, building admin. for March \$22,498.34 and April \$20,151.95 the general fund for March \$28,416.86 and April \$11,983.28. The accounts payable for March was \$146.29 making the total expenses for March \$32,791.20 and April accounts payable was \$1,563.81 making the total expenses for April \$49,417.90

Supervisor Butler made the road tour himself distributing the 53 loads of limestone where needed and the limestone haul started this past Monday.

Butler made a motion to send one more final bill of the illegal burn on September 19<sup>th</sup> 2020 to Ted Aldea, as he has not acknowledged the previous bills. If we do not get a response from him the \$750.00 invoice will be sent to collections. Keith Scott supported. Motion was passed.

Butler made a motion to have the Deputy Clerk, Stephanie Jackson put on the signature card at the bank. Reliford second the motion. Motion passed.

A letter to the Clerk from Jim Waddy, Building Administrator was passed to everyone at the board.

Reliford made a motion and was supported by Keith Scott: Motion reads, All permits must have a letter of intent, signed by applicant. Address applications also. The letter of intent is an attachment to each building permit and forwarded to each inspector. The building inspectors are required to get in touch with either Scott

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Mueller, Chair of Planning or Supervisor Mike Butler <sup>if</sup> is they have any reservations of violations of ordinances.

Roll call: Butler; Yea, Keith Scott; Yea, Kot; Yea, Reliford; Yea and Brown; Yea.  
Motion Passed.

Planning was requested to give immediate attention to getting the ordinances that they have been working on finalized.

Board approved planning's letter to 4354 Breen Road with a correction of the date.

Motion by Keith Scott to approve the letter of resignation by Carley Kimmen-DeMill as assistant assessor. Supported by Reliford.

Butler made a motion to eliminate the Zoning Administrator, retroactive to the February meeting minutes, effective as of March 31<sup>st</sup> 2021.

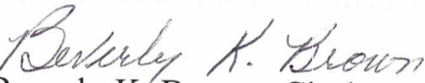
Roll call: Keith Scott; Yea, Kot; Yea, Reliford; ea, Brown; ea and Butler; Yea.  
Motion passed.

Planning gave report.

Nothing from Zoning enforcement.

Keith Scott made a motion to adjourn the meeting and was supported by Reliford.  
Meeting adjourned at 9:05 p.m. Motion passed.

Respectfully submitted,

  
Beverly K. Brown, Clerk



EMMETT TOWNSHIP BOARD OF TRUSTEES  
SPECIAL MEETING  
JUNE 7, 2021

The special meeting was called to order by Supervisor Butler at 12:00 p.m.

Roll call with Butler, Brown, Keith Scott, Kot all present, Reliford absent.

Keith Scott made a motion to accept Resolution #2021-12: MORATOURIUM  
ON INSTALLATION OF OVER 50 KVA TOTAL ELECTRICAL  
TRANSFORMING CAPACITY. Supported by Mike Butler.

Roll call: Butler; Yea, Brown; Yea, Kot; Yea, Keith Scott; Yea and Reliford was  
absent.

Motion was passed.

Butler made a motion to adjourn and was supported by Kot. Motion was passed.  
Meeting was adjourned at 12:15 p.m.

Respectfully Submitted,

  
Beverly K. Brown, Clerk

# EMMETT TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

June 19, 2021

The regular board meeting was called to order at 7:00 p.m. by the Supervisor.

Roll call was taken with Butler, Brown, Keith Scott, Kot & Reliford all present.

The consent agenda was accepted with a motion made by Reliford and supported by Keith Scott. Motion was passed. The consent agenda included the minutes for the May 12<sup>th</sup> board meeting and the May financial statement. The May financial statement shows CD's in the amount of \$75,341.42, revenue sharing \$265,462.42, park acct \$15,170.91, tax acct \$2.00, trust & agency \$6756.84, bldg. admin. \$20,669.63 and the general fund \$9,812.64. Accounts payable was \$124.06 making total expenditures for the month of May \$10,945.75.

Butler gave a report on our roads; chloride is being put down now that the limestone haul is completed.

Motion by Brown and support by Reliford that we ditch 600 feet on the west side of Carney Rd. starting at the crossroad culvert going south, the driveway culvert will be paid for by the home owner in the amount of \$1,500, total cost of project \$7,400.00

Roll call: Brown; Yea, Butler; Yea, Keith Scott; Yea, Kot; Yea and Reliford; Yea. Motion passed.

Butler made a motion to rewrite the letter, submitted by planning, to Raid Kilano which denies his electrical permit. The letter will be to him from the Emmett Township Board of Trustees and will be signed by the supervisor. Supported by Keith Scott. Motion passed.

Planning gave report.

There was not a report from the enforcement officer.

Visitor, Ted Aldea pleaded his case as to why he does not think he should pay for a fire run that he had a permit for. The fire department was called, they responded to the address and found an unattended bond fire.

The board of trustees made a decision to split the run charge of \$750.00. Mr. Aldea accepted and paid \$375.00 with his check.

Reliford made a motion to adjourn the meeting and was supported by Kot. Motion carried. Meeting adjourned at 8:02 p.m.

Respectfully submitted,

  
Beverly K. Brown, Clerk



EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
JULY 14, 2021

The July regular monthly meeting was called to order by the Supervisor at 7:00 p.m.

Roll call was taken with Brown, Butler, Keith Scott, Kot and Reliford all present.

The consent agenda was accepted with a motion by Reliford and supported by Keith Scott. Motion was passed. The consent agenda included the minutes of June 9<sup>th</sup> board meeting and the June financial statement. The June financial statement consists of CD's in the amount of \$75,341.42, revenue sharing \$265,462.42, park acct \$13,918.77, tax acct \$544.21, trust & agency \$7,750.60, building admin. \$20,953.76 and the general fund \$1,839.61. Accounts payable was \$133.11 making the total expenditures for June \$46,590.66.

Planning has been asked to put together a standard form for the letter of intent.

It was requested that the electrical, plumbing & mechanical permits be sent to the respective inspectors, along with the letter of intent, to be reviewed by them before they are given a permit number and paid for.

Culverts & ditching was discussed.

Elisha Messina's resume for the Assessor position was presented to the board members.

Planning gave report.

Reliford made a motion to adjourn the meeting and was supported by Keith Scott. Motion carried. Meeting was adjourned at 8:50 p.m.

Respectfully submitted.

Beverly K. Brown, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
SEPTEMBER 8, 2021

The September meeting was called to order by the supervisor at 7:00 p.m.

Roll call was taken with Butler, Keith Scott, Kot and Brown, Reliford was absent.

Butler made a motion to hire Elisha Messina as the Emmett Township Assessor to replace Vern Pearl who is retiring as of September 30, 2021. The Assessor wage will remain the same through the budget year of 2021-22. Support was by Brown. Roll call: Keith Scott: Yea, Kot; Yea, Brown; Yea and Butler; Yea. Reliford was absent. Motion was passed.

Planning has submitted the letter of intent form to be used with building permits.

**Resolution #2021-14 County Road Funding Assistance**, was accepted with a motion by Butler and supported by Keith Scott.

Roll call: Kot; Yea, Brown; Yea, Butler; Yea and Keith Scott; Yea. Reliford was absent. Motion passed.

Brown made a motion to approve the supervisor as temporary zoning administrator, as a cost saving measure, for the remainder of this budget year of 2021-22. Keith Scott supported.

Roll call: Brown; Yea, Butler; Yea, Keith Scott; Yea and Kot; Yea. Reliford was absent. Motion was passed.

**Resolution #2021-13 Operating Millage Request for 2021 Levy**, was accepted with a motion by Butler and support by Kot.

Roll call: Butler; Yea, Keith Scott; Yea, Kot; Yea, Brown; Yea. Reliford was absent. Motion was passed.

Butler made a motion to approve the Park & Recreation Application for this year's funding of \$11,626.00 and was supported by Keith Scott. Motion passed.

Butler made a motion to approve a contract of \$5,000.00 to the Village of Emmett Park for this year. Support was by Brown.

Roll call: Keith Scott; Yea, Kot; Yea, Brown; Yea, Butler; Yea. Reliford was absent. Motion was passed.

Planning gave report.

Butler made a motion to adjourn and was supported by Brown. Motion was passed.  
Meeting was adjourned at 8:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Beverly K. Brown". The ink is dark and the signature is fluid.

Beverly K. Brown, Clerk



EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
OCTOBER 13, 2021

The October meeting was called to order by the Supervisor at 7:00 p.m.

Roll Call was taken with Keith Scott, Reliford, Kot, Brown and Butler all present.

Reliford made a motion to accept the consent agenda and was supported by Keith Scott. Motion was passed. The consent agenda included the September meeting minutes and the September financial statement. The September financial statement consists of CD's in the amount of \$75,341.42, revenue sharing \$272,348.13, park acct. \$7,211.25, tax acct \$5,904.02, trust & agency \$10,251.24, building admin. \$23,672.95 and general fund \$2,712.78. Accounts payable was \$141.22, making the total expenses for September \$50,163.95.

Kot made a motion to have authority to set up a separate bank account for the ARPA money as it is received. Butler supported.

Roll call: Keith Scott; Yea, Kot; Yea, Reliford; Yea, Brown; Yea and Butler; Yea. Motion passed.

Kot made a motion to have as the two signers on the ARPA account herself and Butler. Reliford supported.

Roll call: Kot; Yea, Reliford; Yea, Brown; Yea, Butler; Yea and Keith Scott; Yea. Motion passed.

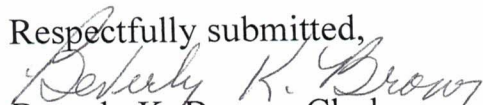
Planning handed out the proposed addition to zoning article 16.

There was no report from the enforcement officer.

Visitors, Rose Valentine and Russ Knox, had concerns about the accusations that they are running a business out of their home.

Reliford made a motion to adjourn and was supported by Keith Scott. Motion passed. Meeting was adjourned at 8:24 p.m.

Respectfully submitted,

  
Beverly K. Brown, Clerk

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
NOVEMBER 10, 2021

The November meeting was called to order at 7:00 p.m. by the supervisor and was followed by the pledge to the flag.

Roll call was taken with Reliford, Kot, Brown, Butler and Keith Scott all present.

Reliford made a motion to accept the consent agenda and was supported by Keith Scott. Motion passed. The consent agenda included the October meeting minutes and the October financial statement. The October financial statement consists of CD's in the amount of \$75,211.25, revenue sharing \$242,352.31, park \$6,345.46, tax acct \$3,228.52, trust & agency \$11,251.52, building admin \$26,502.29 and general fund \$168,736.85 (this general fund balance has a deposit of \$122,985.50 which is the 1<sup>st</sup> installment from ARPA and \$43,687.00 for MI revenue sharing July/August to be transferred to Fifth Third Bank, and a \$33.75 deposit that is dated Nov. 1<sup>st</sup>) General fund actual balance as of Oct 29<sup>th</sup> is \$2,064.35. Accounts payable was \$133.95 making the total expenditures for October \$38,267.09.

Butler made a motion to accept Nickel & Saph Ins. property & liability Insurance proposal for \$4,143.00, position bonds covering the clerk & deputy and treasurer & deputy are included. The effective date of the insurance would be December 1, 2021 – December 1, 2022. Brown supported the motion.

Roll call: Kot; Yea, Keith Scott; Yea, Butler; Yea, Brown; Yea and Reliford; Yea. Motion was passed.

The required Resolution for the Cox-Doty Drain (authorization for expenditure of funds in excess of statutory maintenance limit – two years) will be tabled until the December meeting when the St. Clair County Drain representative will be requested to attend so that we may all understand why they are asking for excess of \$5,000.00 per mile for a period of 2 years.

Because of severe wet conditions a load of limestone will be applied to a needed portion of Breen Road.

Planning gave their report.

There was nothing from the enforcement office.

Newly hired Assessor Elisha Messina introduced herself and a quick update as to what is going on with the assessing. The Board of Review will have to participate in the state level training for their March Board of Review guidelines.

Reliford made a motion to adjourn. Keith Scott supported. The Board meeting was adjourned at 8:35 p.m.

Respectfully submitted,

*Beverly K. Brown*

Beverly K. Brown, Clerk



EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
DECEMBER 8, 2021

The December board meeting was called to order by the supervisor at 7:00 p.m. and was followed by the pledge to the flag.

Roll call was taken with Kot, Reliford, Brown, Butler and Keith Scott all present.

Keith Scott made a motion to accept the consent agenda and was supported by Reliford. Motion passed. The consent agenda included the November meeting minutes and the November financial statement. The financial statement consists of CD's in the amount of \$75,404.77, revenue sharing \$270,985.62, park acct. \$16,679.73, A.R.P.A. acct \$122,985.01 (transfer of this money from general fund was \$122,985.50), tax acct \$2.00, trust & agency \$12,251.81, building admin. \$26,502.29 (bank stmt. was not rec'd – last month balance), general fund \$11,612.62. Accounts payable was nothing, total of November expenses was \$10,745.45.


Planning presented their draft of the Ordinance revision concerning the kva requirements to be slated for their Open Hearing along with their regular meeting on January 17<sup>th</sup> 2022. Meeting the requirement of being posted in the newspaper at least 15 days before the meeting.

Enforcement officer had nothing to report.

Planning gave their report.

Brown made a motion to adjourn and was supported by Reliford. Motion was passed. Meeting was adjourned at 8:36 p.m.

Respectfully submitted,

  
Beverly K. Brown, Clerk