Agenda

Billings Township Board

Meeting Monday February 10, 2025

7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments (Agenda Items only 3 minutes Comments only)
5. Approval of Agenda
6. Approval of Minutes November 11,2024
7. Approval of Bills to be Paid
8. Treasurer's Report
9. Correspondences
10. Department reports/updates:
    - A) Fire Department
    - B) *WWTP
    - C) Constable
    - D) *DPW
    - E) *OEO
    - F) Cemetery
    - G) Clerk

11. Committee reports:
    - A) Park & Recreation
    - B)
12. Guest Speakers: (set for their arrival)
    - A) Tami O'Donnell, District 3 Gladwin County Commissioner
    - B)

13. Old Business:
    - A) Propane Contract
    - B) Hines contracts Police & Procedures (needed for grants)
    - C) Hines contract Grants writing
    - D)
    - E)
    - F)

14.New Business:

A) GCRC; Brine Proposal 2025
B) BTFD; Rehire application
C) GCDC; Ortner Drain
D) Treasures Office elect outlets bids
E) GCDC; at large assessment
F) Trash Roll adjustments form assessor
G) BTFD Automatic Fire Dispatch Agreement Beaverton
H)

13. Public Comment (Open to any topic 3 minutes comments only
14. Board Comments
15. Adjournment

* BTWP: Billings Township
*COLG: Council of Local Government
*WTP: Wastewater Treatment Plant
*DPW: Department of Public Works
*APM: Advanced Pest Management
*MDARD: Michigan Department of Agriculture and Rural Development
*OEO: Ordnance Enforcement Officer
*CMDHD Central Michigan District Health Department
* GCRC Gladwin County Road Commission
* GCDC Gladwin County Drain Commission
* BTRC Billings Township Road Committee
* GCLB Gladwin County Land Bank

BILLINGS TOWNSHIP
REGULAR BOARD MEETING MINUTES
January 13, 2025

Call to Order: Supervisor Tim Mester called the meeting to order at 7:01 p.m.

Pledge of Allegiance: Pledge of Allegiance led by Tim Mester

Members Present Per Roll Call: Cindy Whittington, Len Pytlak, Brian Johnson, Linda McSweyn and Tim Mester.

Members Absent: None

Public Comments: Comments were given by Dan Raffely.

Approval of Agenda: Numerous additions were discussed to be put on the agenda from Cindy Whittington, Linda McSweyn and Brian Johnson. Cindy Whittington made a motion to accept the agenda with all changes, 2nd by Brian Johnson. Motion carried.

Approval of the Minutes: Len Pytlak made a motion to accept the 12/09/2024 minutes, 2nd by Cindy Whittington. Motion carried.

Approval of Bills to be Paid: Len Pytlak motioned to accept the December 2024 payables, 2nd Cindy Whittington. Roll Call: Brian Johnson – Yes, Cindy Whittington – Yes, Len Pytlak – Yes, Linda McSweyn – Yes, Tim Mester – No (noted that he didn't have sufficient time to review before approving.) Motion carried.

Treasurer's Report: Len explained his report. Touched on changing the fiscal year Jan 1-Dec 31. Wants to talk to the Auditors or state requirements. Cindy Whittington made a motion to accept the Treasurer's Report as presented, 2nd by Brian Johnson. Roll Call: Brian Johnson-Yes, Cindy Whittington – Yes, Len Pytlak – Yes, Linda McSweyn – Yes, Tim Mester – Yes, Motion carried.

Correspondence: None

Fire Chief's Report: Fire Chief Dale Rottman submitted a report for the month of **December** 2024. The Fire Department had 48 calls from **December** 1st to **December** 31th 2024. **Training** for the month of January is **CPR Recertification & N-95 Fit Testing and Medical Training**. The new well pump is waiting for an electrical contractor to hook up correctly. The new fire truck (tanker) is now on the assembly line per the Fire Truck builder.
The total number of calls for the year 2024 was 431, this is up from the previous year of 349 calls by 82 runs.

WWTP REPORT: Andy Gwizdala, Plant Manager, reported on behalf of Infrastructure Alternatives covering the operations, maintenance, and management of Billings Township Wastewater Treatment Facility, along with the collection system. 1.0 million gallons of wastewater were discharged from the treatment plant and was given full treatment during **December** 2024. The average daily flow during discharge from the wastewater treatment plant was 31,000 gallons. The maximum daily flow was 49,834 gallons. We continue to perform scheduled weekly, monthly and yearly maintenance on the equipment. We had one (1) alarm call out this month.

Constable: New Constable Ron Streeter introduced himself to everyone.
Liquor inspections were done at the following active businesses with no issues: Eagles #3655, Sandy's Market, Nikki's Family Restaurant, Dollar General and Off the Hook Tavern.
Wixom Lake Gas and Launch remains inactive.

DPW: Jason Kumpelis provided the board with three options for replacing/upgrading the lights in the Township Hall.
Options A- Replace any bad or All LED Panels LED Panels $52.00 each 34 panels not including offices.
Option B- Replace all bulbs with LED 110volt T12 bulbs (removing ballast and direct wiring) &10.00 per bulb (4 per panel 34 panels not including offices)
Option C- Replace Ballast $28x2 (possibly 2 per panel) Currently have 6 panels out. 12 ballast.
He has also contacted Consumers for an Energy Assessment. Maybe they have a program to reduce cost if we upgrade. Discussed maintenance on the hall furnace and maintenance on the Park furnace. DPW has announced the new Township tractor here. Discussed scheduling the air conditioner maintenance in the spring.

Zoning Board of Appeals: Nothing to report.

Ordinance Enforcement: Sandy Streeter reported 164 complaints with no duplication.
3 new complaints
27 open complaints
39 dismissed complaints
85 resolved complaints
8 on hold due to extensions for violations
2 court hearings

Planning: Nothing to report

Park and Recreation Report: Len Pytlak reported that February Meeting is coming up, we'll be planning the Easter Egg event, also planning the summer events and kids events. Nothing else to report.

Road Report: Larry Grell presented a graph of the Paser Rating for Billings Township from 2015-2024. Our ratings went from 13% in 2015, 23% in 2021 to 62 % in 2024. This is due to the assessment of the roads. Also presented a list of multiple roads that are on Gladwin's 2025 project list for Billings.

Commissioners Report & Other: Tami O'Donnell reported we have a new Clerk and two new Commissioners. We are having our first meeting on January 14.

FLTF/WLIB: Tami O'Donnell updated for Four Lakes Task Force (FLTF). Courts have ruled in favor of FLTF for Special Assessment District (SAD). There is a Webinar January 22, 2025.
Wixom Lake Improvement Board (WLIB) is on hold, some mowing is continuing. Canals are on the lists for cleaning.

Old Business:

DPW/Light Quotes - Board discussed buying replacement lights for the Township and having them installed by DPW. Brian explained that he showed Jason how he would do the replacement. Brian motioned the Township purchase and replace all light fixtures @ $56.00 and have them installed by DPW, 2nd by Len Pytlak.
Roll Call: Brian Johnson-Yes, Cindy Whittington – Yes, Len Pytlak – Yes, Linda McSweyn – Yes, Tim Mester – Yes, Motion carried.

Constable Duties -
Still going through the Attorney. Tim stated that he would also ask the board members to do some research on their own and he will share what he finds out.

Cemetery Land Bank Processing –
Cindy wanted to talk about several items that could possibly be added to Cemetery Land Band. Tim stated that the Land Bank process has been held up due to waiting on Consumers. Hope's Cemetery looks good with no fencing. The fencing, do we take it down, easier to mow and looks better. Are we keeping the building, and work on it to use? If we are we need scope of work.
The trees, do we need to keep any of the trees. Keep them or take them out. Cindy is in favor of clearing them out. We can always plant new trees as wanted. The landscaping that was done years ago wasn't kept up and now looks bad. Do we move the flagpole or leave it. How do we get power for the lighting. Brian stated that it can be run where there aren't any graves. Move the well house and put a spigot on the outside. It was stated the well is new. Building is a big deal and can be used for storage.

Request for Melane Thume to contract Supervisor with New BS&A budget program -
Tim stated Melane Thume, Gladwin County Manager is an expert on BS&A. Tim scheduled a training session for budget and fixing issues on Wednesday. This will be most helpful for him.

Kimberly Hines Grant writing / Policy & Procedure -
Cindy stated that we've had her proposal for the past couple of months, I looked it over and asked her a couple of questions I had on it. With everything that is coming up at the park and wanting to get the building done, not only for the Seniors but now for the community center. I liked her package one for $299.00 a month. I think we should approve tonight and go forward for a year as a trial at $3600.00 a year, if she does nothing, includes her coming to the meetings, research grants, in that $300.00 fee which attending meetings, unlimited phone support. The questions I had was if she researches other township grants does she charge us that hourly rate or is that part of our packet. It is part of the packet. However, if she finds a grant, my second question was, will you give us an estimate that tells us what it's going to cost us for you to apply for that grant.
Cindy motioned that we accept Packet 1 for $299.00 a month after questions have been asked.
Tim asked, would we be able to include the Cemetery building improvements? Kimberly explained in detail to the board how it works. Brian asked if the board would get an itemized invoice each month. Kimberly stated yes.
Cindy motioned that we accept Packet 1 for $299.00 a month, 2nd by Brian Johnson.
Roll Call: Brian Johnson-Yes, Cindy Whittington – Yes, Len Pytlak – Yes, Linda McSweyn – Yes, Tim Mester – Yes, Motion carried. Cindy asked when this should start, Board agreed to start date of April 1, 2025.

(Old Business Cont.):

Billings Township Shed Damage Insurance Offer -

Tim asked Ken Lind (Township Insurance Agent) to explain the situation. The Township shed and the little library were damaged. Ken turned in a claim and the process was difficult and time consuming, Ken Lind received an offer for $12,000.00. We have received multiple estimates of $20,000.00. Ken stated this is a very low-ball offer. Township needs to determine what they want to do with the offer. Brian motioned to decline the offer, have the Attorney write a letter and to include for the Attorney the cost as a rebuttal letter, 2nd by Cindy. Roll Call: Brian Johnson-Yes, Cindy Whittington – Yes, Len Pytlak – Yes, Linda McSweyn – Yes, Tim Mester – Yes, Motion carried.

New Business:

Garbage Assessment roll adjustments -

Mike Houserman has requested the removal of the 2024 Garbage Collection SA (Sewer Assessment) on two vacant parcels that were purchased after the roll was adopted. Parcel at 5151Ostlund Dr., 030-185-000-038-10. Parcel 777 Kaypat, 030-200-000-005-00. Len motioned for the removal of the Garbage Collection SA from the two vacant parcels, 2nd by Cindy. Roll Call: Brian Johnson-Yes, Cindy Whittington – Yes, Len Pytlak – Yes, Linda McSweyn – Yes, Tim Mester – Yes. Motion carried.

KCI Proposal (including prepay postage) -

Brian motioned we approve proposal for the Assessment Notice and prepay postage, 2nd By Cindy. Roll Call: Brian Johnson-Yes, Cindy Whittington – Yes, Len Pytlak – Yes, Linda McSweyn – Yes, Tim Mester – Yes, Motion carried.

Poverty Exemption Resolution (2025) -

Tim motioned to accept the Poverty Exemption Resolution #P01132025, 2nd by Brian.
Roll Call: Brian Johnson-Yes, Cindy Whittington – Yes, Len Pytlak – Yes, Linda McSweyn – Yes, Tim Mester – Yes, Motion carried.

COLA Resolution for Board Members-

The Board reviewed and discussed the Resolution for 2.5% increase for Supervisor, Treasurer, Clerk and Trustee.
Cindy motioned to accept the increase of 2.5% by Resolutions 01132025-26-1 Supervisor, 01132025-26-2 Clerk, 01132025-26-3 Treasurer, 01132025-26-4 Trustee, 2nd by Brian.
Roll Call: Brian Johnson-Yes, Cindy Whittington – Yes, Len Pytlak – No, Linda McSweyn – Yes, Tim Mester – No, Motion carried.

BOR Appointment -

Reappoint the three members Larry Grell, Robin Laske, and Allen Dodge to the Board of Review.
Tim motioned to reappoint the three members to the BOR, 2nd by Brian.
Roll Call: Brian Johnson-Yes, Cindy Whittington – Yes, Len Pytlak – Yes, Linda McSweyn – Yes, Tim Mester – Yes, Motion carried.

Deputy Supervisor Job Description -

Discussed and reviewed. Len stated it seemed to follow MTA Statutory rules nothing new. Also, in the past that there has been a problem of not filling out a time sheet. Time sheets require a signature by the Employee and Supervisor. Tim asked if there was any consideration to re-instating his wages. Cindy indicated as for herself, not at this time. She wants to wait to see how it goes.

Budgeting Cemetery/ Park - Not discussed

Hall Furnace -

DPW contacted the vendor (MJ Mechanical) to schedule yearly inspection. Jason cleaned and replaced filters (had to get a different fliters). Nothing else was wrong with the furnace.

Sewer Hookup -

Andy has a sewer hookup on Ringo Rd., Delisle has submitted a bid. Andy explained that he could run a lateral sewer lead straight to the Beech St and it has enough of a drop. 12/27/2024 bid for $11,385.00. Brian motioned to accept proposal from Delisle, 2nd by Tim. Roll Call: Brian Johnson-Yes, Cindy Whittington – Yes, Len Pytlak – Yes, Linda McSweyn – Yes, Tim Mester – Yes, Motion carried

Media Zoom -

Cindy brought forward Media/Record/Live Zoom. Charter has not been good to work with, so maybe we could contact Midland Computers Solutions. Great thing for us to look into. Cindy asked Brian to reach out to Midland Computers Solutions.

Park Building Future -

Cindy brought up the money that is needed to finish the park building, asking for $150,000.00 for 2025/26 Park budget. With so much activities, events, and interest in the park building hopefully can be completed this year.

Key Fobs -

Lots of trouble with fobs and the door not locking. Need to have someone come out. Need to decide if we are going to use fobs, cards or keys. Veterans never got called, Jason came out. Linda to call and have them come out possibly when Len is here also. Linda will see that everyone has a code and see how that works. Linda will hold off on calling Veterans.

MTA -

Linda contacted MTA with a list of who can call. All elected Officials, ZBA Chair, BOR Chair, Assessor, Zoning Administrator, All Chairs, Ordinance Officer. Linda motioned to approve, 2nd by Brian. Roll Call: Brian Johnson-Yes, Cindy Whittington – Yes, Len Pytlak – Yes, Linda McSweyn – Yes, Tim Mester – Yes, Motion carried.

Attorney Fees -

Attorney fees have gone from $225.00 to $255.00 hour. Partners, Senior Attorneys, Associate Attorneys have gone from $ 210.00 to $230.00. Legal Assistants have gone from $110.00 to $125.00. Cindy made a motion to accept the new fees. Board was in agreement with the new attorney fees.

Time Cards -

The new timecards incorporates a line for Employee and Supervisors signatures. Board approved of the new time card form. The new form will be distributed accordingly.

Monthly Meetings Calendars -

Linda stated she has made up the new dates to be posted for meetings. She has not heard from anyone about new dates with the exception of ZBA and Park . Also, Boards and Committee all have openings, we need to do something about this. Park meetings date has been corrected to the 4th Tuesday of each month.

Sign in sheet for Public Comments -

Clerk has a new form for people that want to speak at Public Comments, it's easier for us who are taking minutes to know who is speaking. This form will be turned into the Board, the whole form doesn't necessarily need to be filled out. Linda asked for this to be tabled to the next meeting. It should be put in the Policy and Precedures

Clerk present during Elections (Letter will be attached to the minutes -
Linda received a letter from the County Clerk explaining why Clerks can be present during elections. It is her Statutory duty as the Clerk whether she is on the ballot or not, to resolve any problems that occur. I have a book for the Open Meeting Act divided up in sections on procedures.

FOIA Procedures and guidelines -
The clerk's office now has new FIOA procedure and guides lines, compiled from multiple Townships and County. The new FOIA needs to be approved soon. It should be part of our Policy and Procedures going forth. If it should come up and is needed immediately, a special meeting will be held to approve. Once the Board has reviewed and approved, she will forward to the Attorney for review. Any changes will be brought back to the Board to accept.

Oath of Office for Board and committee -
Linda stated and she has given the oath of office to most Boards.
Who is supposed to let them know that they need to be given the oath. It should be Chair's responsibilities to manage the oaths. Cindy volunteered to post it on Facebook.

Board Pay -
Linda asked Tim if he is satisfied that the issue is resolved. Tim stated that he is fine now and the matter has been resolved.

Phone Issues -
Linda stated the no one can transfer calls. They have followed the instructions and still does not work.. Need Tech support to resolve this issue. Brian stated he would call them.

Notaries -
Linda is checking into notaries for Clerk's and Treasurer's Offices. It was thought that Joyce was a notary however she is not. Len is currently the only Notary. Linda stated that she will be working with Ken LInd.

Office Coverage -
Linda stated she would like this to be in Policy and Procedures. If a Supervisor, Clerk, Treasurer is not here then they should coverage here. They have deputies that are getting paid, those Deputies should be on staff here in the office working answering phone calls and etc. Tim stated that his deputy would not be for $25.00. Linda stated that this not a Policy and Procedure at this time and I am asking for that.
A Trustee asked was he here when he was making $550.00 an hour?. Len stated then that should be in the Policy and Procedures discussion.

Agenda Timeline/ What can be added -
Brian stated that he has seen emails back and forth about items being added to the agenda in a timeline and 10 day a policy, then someone suggested a week. I suggested some items be added to the agenda and Tim said that's probably not a good idea. Same with some other stuff that is not a good idea for you to add it to the agenda so it didn't get added. So here we are. Is it the Supervisors job to say to the Board members what is going to be on this month agenda or not. Is it up to the Board, can a Board member add something to the agenda without being told no, no I don't think that it should be on there, it's not good for discussion. Tim wants not just one a liner, he needs information so the board members can research it. Board discussed / agreed on a 10 day policy for additions to the agenda.

Public Comments:
The following citizens commented, Ken Lind, Larry Grell and George Whittington.
Board Comments:
Brian stated that if the agenda goes this long might as well have a special meeting.
Cindy Whittington thanked Dale (, the crew for their professionalism, and they worked really fast to get her in an ambulance. One even grabbed a shovel to remove the snow. Cindy stated she really appreciates our Fire Department.
Linda commented that she doesn't know how long the Policy and Procedures will take to get done. Her suggestion again, is that each office/department write their own and the Board will review each policy for approval. Cindy stated that she is going to get started on hers. Linda agrees that she needs to get the FOIA approved and in place now. Can we make a note to put it on next the agenda.
Tim thanked everyone for their patience, it's a work in progress moving forward as always.

Adjournment: Tim Mester made a motion to adjourn at 10:01 p.m. 2nd by Len All in favor. Ayes have it. Motion Carried.

Minutes taken by Rose Malott,
Township Deputy Clerk
Minutes approved at Billings Township Board meeting_____.
DATE

_____ _____
TIMOTHY MESTER, SUPERVISOR **LINDA J. MCSWEYN, CLERK**