

# Agenda

## Billings Township Board

Meeting Monday August 11, 2025

7:00 P.M.

1. Call to Order
2. Pledge to Allegiance
3. Roll Call
4. Public Comment – 3 Minutes
5. Approval of Agenda
6. Approval of Minutes – July 14, 2025 & Special Meeting August 6, 2025 – *No minutes*
7. Approval of Bills to be Paid - July 2025 – *NO Bills*
8. Treasurers Report - July 2025 – *NO Treasurers' Rpt*
9. Correspondence
10. Department Reports
  - A. FIRE DEPT
    1. Cement Pad
    2. Chassis – *NO chassis*
  - B. PLANNING COMMISSION
    1. Accessory Building Height Changes
    2. Master Plan and Park 5 Year Plans – Cindy Dodge Proposal
  - C. DPW
  - D. WWTP
    1. Delisle Quote - Lead Changes
    2. UIS Scada Quote - Lift Station Radio Maintenance
    3. Maverick Mech Quote - Building for Influent Sampler
    4. Quote - Concrete Influent Building
  - E. ORDINANCE OFFICER
  - F. CONSTABLE
11. Committee's Reports
  - A. ROAD COMMITTEE
  - B. PARK COMMITTEE
    1. Park Sign Purchase
12. Guest Speakers: Tami O'Donnell, Gladwin County Commissioner, Etc.
13. Old Business
  - A. Brining Contract
  - B. Tractor - Discussion Reimbursement – *NO Tractor Discussion*

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- 14. New Business
  - A. Authorized Signatures in Tim's Absence
  - B. Cemetery Mowing Contract
  - C. Christmas Lighting Discussion
- 15. Public Comment – 3 Minutes
- 16. Board Comments
- 17. Adjournment

This Agenda is subject to change.

Posted: August 7, 2025, 3:22 p.m.

By Billings Township Clerk:

A handwritten signature in black ink, appearing to read "Linda J. McQuay", written over a horizontal line.

**BILLINGS TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
August 11, 2025**

**Call to Order:** Deputy Clerk, Rose Malott called the meeting to order at 7:00 p.m.

**Pledge of Allegiance:** Pledge of Allegiance led by Rose Malott.

**Selecting a Moderator:** Rose Malott asked the Board for a motion to select a Moderator to run the meeting. Cindy Whittington motioned Len Pytlak as Moderator, 2<sup>nd</sup> by Brian Johnson. 3 Ayes, 0 Nays Motion Carried. This was due to the absence of both Linda McSweeney and Tim Mester. Len Pytlak took over the meeting at 7:05 p.m.

**Members Present:** Cindy Whittington, Len Pytlak, Brian Johnson

**Members Absent:** Linda McSweeney, Tim Mester

**Public Comments:** David Waremier commented about Bay Ave paving and weeds on the roads.

**Approval of Agenda:** One addition was added: 14D Karen McIntyer. Brian Johnson motioned to accept the agenda with the one addition, 2<sup>nd</sup> by Cindy Whittington.  
3 Ayes, 0 Nays. Motion Carried.

**Approval of the Minutes:** No Minutes were available.

**Approval of Payroll:** Cindy Whittington motioned to accept the **July 2025 Payroll** as presented, 2<sup>nd</sup> by Brian Johnson. Roll Call: Brian Johnson – Yes, Cindy Whittington – Yes and Len Pytlak – Yes. Motion Carried.

**Treasurers' Report:** Len Pytlak presented the **July 2025** Treasurers Report. Len Pytlak also stated the online payments should be completed in a couple of weeks Cindy Whittington motioned to accept the Treasurers **July 2025** report as presented, 2<sup>nd</sup> by Brian Johnson. Roll Call: Brian Johnson – Yes, Cindy Whittington – Yes and Len Pytlak – Yes. Motion Carried.

**Correspondence:** Received two letters from Charter concerning channel lineup coming and channels changing.

**Fire Chief's Report:** Dale Rottman reported for the month of **July 2025**. The Fire Department had 57 calls from **July 1<sup>st</sup> to July 31, 2025**. **Training** for the month of **August** is **Building Construction & Reading Smoke Fire Ground Tactics Training**. A new cement pad to be added to the front of the storage barn at the park, a quote from Owen's for \$4,640.00 to be voted on by the Board. An additional quote is expected from Whitey's. The new truck chassis to be discussed, a \$5,199.00 discount on the final bill. Fire Department open house is Saturday, October 11, 2025, from 12-3 p.m. Flyers will be out this month.

**Planning Commission:**

- A. Greg Bate talked about accessory building height changes, Planning Commission has discussed for some time and is now bringing it to the Boards attention.



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### **Planning Commission ( cont.)**

- B. Greg also introduced two proposals from Cindy Dodge for the Master Plan and 5 Year Park Plan at \$6,000.00 each. The Board reviewed the proposals. Cindy Whittington motioned to accept both proposals for \$6,000.00 each, 2<sup>nd</sup> by Brian Johnson. Roll Call: Brian Johnson – Yes, Cindy Whittington, – Yes and Len Pytlak – Yes. Motioned Carried.
- C. Air B & B's were discussed. Whether to regulate them, have zoned areas. Greg asked the Board to create a list of ideas. Air B & Bs are commercial – non conforming. Need case studies. Tabled until Septembers' meeting

**WWTP:** Andy Gwizdala, Plant Manager reported 1.4 million gallons of wastewater was discharged from the wastewater treatment plant and given full treatment during **July 2025**. The maximum discharge from the wastewater treatment plant was 46,290 gallons. The maximum daily flow was 60,728 gallons. We continue to perform scheduled weekly, monthly, and yearly maintenance on equipment. The bollards sleeves have been installed except for station #12. The steel grating covering the sump on the UV (Ultraviolet) room has been replaced. We had four (4) alarm call outs this month. The Board discussed the 4 bids from Andy. Len Pylak motioned to approved Delisle bid for the 1401 Estey Rd project for \$6,968.00, 2<sup>nd</sup> by Cindy Whittington. Roll Call: Brian Johnson – Yes, Cindy Whittington – Yes, and Len Pytlak – Yes. Motion Carried. Brian Johnson motioned to approve the Maverick bid of \$19,250.00 for the shed construction project, 2<sup>nd</sup> by Cindy Whittington. Roll Call: Brian Johnson – Yes, Cindy Whittington -Yes, and Len Pytlak – Yes. Motion Carried.

**DPW:** No report this month.

**Ordinance Enforcement:** Sandy Streeter reported there were 12 new complaints, and 3 citations issued. Summary for the month of **JULY 2025:** 249 total complaints (no duplication), 12 new complaints, 19 open complaints, 65 dismissed complaints, 119 resolved complaints, 1 court case.

**Constable:** Ronald C. Streeter, III, completed the Liquor inspections for the following businesses. Active: Eagles # 3655, Sandys Market, Nikki's Family Restaurant, Dollar General and Hoots Tavern. Inactive: Wixom Lake Gas and Launch.

**Road Committee Report:** Sid Hansen presented a summary impact on Martin Road. Priority Emergency route would cost \$397,000.00. Road Commission stated the \$80,000.00 was due to the sewers Route. Sid Hansen requested the Board to review the summary overview of all aspects of the road projects and pick the best one.

**Park and Recreation Committee Report:** Len Pytlak reported about the Water Day at the Park for Kids. Fire Department was there to get the kids wet. The kids had a riot-soaking Len Pytlak. The park is looking to get an electronic sign. Brian Johnson suggested getting a demo of how to change the sign. The cost will be about \$6,544.00. The Park also has a vacancy on the Park Committee.

**Guest Speaker:** Tami O'Donnell, Gladwin County Commissioner , District 3, gave an overview of what's happening in Gladwin. Working on the CHILL grants. Another one similar to the CHILL grant but allows for other improvements. Tami asked if anyone had applied for the CHILL grant as there were three awarded for Billings Township.

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### Old Business:

- A. Brining Contract: The Board needs to let Gladwin County Road Commission know to add Billings township to the list for next year's Brining. Len Pytlak wanted to know the price. Len Pytlak will call to find out, tabled to next meeting.
- B. Discussion on Tractor cancelled.

### New Business:

A. Authorized Signatures in absence of Supervisor: The Board discussed the need to have a person/s to sign documents in the absence of the Supervisor. The board discussed having Len Pytlak and Linda McSweyn both be approved to sign documents. Cindy Whittington motioned to temporarily approve both Len Pytlak and Linda McSweyn to sign documents in the absence of the Supervisor and create a resolution to make this change permanent, 2<sup>nd</sup> by Brian Johnson. Roll Call: Brian Johnson – Yes, Cindy Whittington – Yes, and Len Pytlak – Yes. Motion Carried.

B. Cemetery Mowing Contract: Current contract with Delisle ends in October 2025. Delisle has agreed to accept the cemetery mowing renewal at the same price. Cindy Whittington motioned to renew a 2-year Cemetery mowing contract with Delisle for \$8,875.00, 2<sup>nd</sup> by Brian Johnson. Roll Call: Brian Johnson – Yes, Cindy Whittington, - Yes and Len Pytlak – Yes. Motioned Carried.

C. New Christmas Decorations: Cindy Whittington would like to purchase 3 more decorations with a budget of \$3,900.00. The money will be coming out of Capital layout. Len Pytlak stated that is amount has already been budgeted for the decorations.

D. Hiring Karen McIntyre: The Board discussed hiring Karen McIntyer to work in the Clerk's office. at \$40.00 per hour plus mileage. Cindy Whittington motioned to hire Karen McIntyer temporarily at \$40.00 per hour plus mileage, 2<sup>nd</sup> by Len Pytak. Roll Call: Brian Johnson – Yes, Cindy Whittington – Yes, and Len Pytlak – Yes. Motion Carried.

Public comment: Jim Bass commented about the campers on his property and what the requirements were, Brian Johnson answered his questions.

Board Comments: Brian Johnson asked Rose Malott if she would contact Karen McIntyer, Rose stated yes.

Prayers are very much needed for our supervisor & family and our Clerk Linda. Len Pytlak thanked the Park committee for all the work out at the park for kids and music.

Adjournment: Len Pytlak motioned to adjourn the meeting at 8:15 p.m., 2<sup>nd</sup> by Cindy Whittington. 3 Ayes, 0 Nays. Motion Carried.

Minutes taken by Rose Malott, Billings Township Deputy Clerk.

Minutes approved at Billings Township Board meeting \_\_\_\_\_.

DATE

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TIMOTHY MESTER, SUPERVISOR

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LINDA J. MCSWEYN, CLERK