

Lee Township Board of Trustee
January 11, 2021
Zoom
Approved

Kristy Gustafson called the meeting to order at 7: 00pm. Roll call was taken. Darla Rippee, Kristy Gustafson, Jessica Barber, Lawrence Henry, and Laura Dawson were present, as well as a few guests.

- **Guests:** None in attendance
- **Approval of Agenda:** Darla made a motion to approve the Agenda with the Clerk's additions. Kristy seconded said motion. Roll call was taken. Darla: yes, Jessica: yes, Lawrence: yes, Laura: no, Kristy: yes. A yes motion carried.
- **Treasurer's Report:** Jessica presented the monthly Treasurer's report.
- **Approval of bills: Fire:** Lawrence made a motion to approve the Fire Bills with the correction of the removal of Darla's due and pay her \$94.50 for the glitch of taking dues out of her check. Jessica seconded said motion. Roll call was taken. Kristy: yes, Darla: yes, Lawrence: yes, Jessica: yes, Laura: yes. A yes motion carried.
Payroll: Lawrence made a motion to approve payroll as presented. Jessica seconded said motion. Roll call was taken. Darla: yes, Lawrence: yes, Jessica: yes, Laura: yes, Kristy: yes. A yes motion carried.
Solid Waste: Lawrence made a motion to approve solid waste as presented. Kristy seconded said motion. Roll call was taken. Lawrence: yes, Jessica: yes, Laura: yes, Kristy: yes, Darla: yes. A yes motion carried.
Water: none.
General: Laura asked if Kristy was going to continue using zoom at a cost of \$14.95 monthly vs free phone conference for our monthly meetings. She said she preferred zoom to the phone as it had a better connection. Laura made a motion to approve the General bills as presented with the correction of amount for the City Treasurer. Jessica seconded said motion. Roll call was taken. Jessica: yes, Laura: yes, Kristy: yes, Darla: yes, Lawrence: yes. A yes motion carried.
Minutes: Kristy made a motion to approve both Workshop minutes from December 19, 2020, and January 9, 2021 as well as the December 14, 2020 General Meeting. Laura asked Kristy to give a report on her walk through the park with the City of Midland. If they found items that need attention a written report for the records and future reference would be good to have on file. Lawrence seconded said motion. Roll call was taken. Laura: yes, Kristy: yes, Darla: yes, Lawrence: yes, Jessica: yes. A yes motion carried.
- **Code Enforcement:** Tim has retired. Kristy gave a brief report.
- **Fire Report:** Daryl gave a brief report. Jared Davis was introduced as a potential new Fire Fighter. After Jared was asked a few questions, Kristy made a motion to appoint him as a new Lee Township Fire Fighter effective today. Laura seconded said motion. Roll call was taken. Kristy: yes, Darla: yes, Lawrence: yes, Jessica: yes, Laura: yes. A yes motion carried. Daryl gave a written request for classes Curt Varone, a retired fire department deputy chief and attorney. The cost for 2020/2021 budget is \$345.00 and the cost for 2021/2022 budget is \$295.00. Kristy made a motion to approve all classes. Laura

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seconded said motion. Roll call was taken. Darla: yes, Lawrence: yes, Jessica: yes, Laura: yes. A yes motion carried.

- **Park/Hall Report:** A check was received for the rental of the park. It is for ½ of the rental from a resident that wants a discount due to the splash pad not working last year. The Board took a vote on said topic. It was decided to send the check back and let them know they rent the pavilion not the splash pad. Roll call was taken. Kristy: yes, Darla: no, Lawrence: yes, Jessica: yes, Laura: yes. Laura will return the check with a letter stating there is no discount allowed.
- **Correspondence:** Kristy covered what she received.
- **Unfinished Business: Park:** Estimates for tree work was presented. Laura stated due to just receiving them, time was needed to review them. Topic was “Tabled”. Lawrence gave a few Electrical estimates for the “ground wire” repair. He is working on a few more which will be presented at the next meeting. Kristy scheduled a **Zoom workshop:** meeting, Saturday Jan. 16, 2021, at 10 am. to discuss the Policies and Procedures. Planning Commission Ordinances still need approved by the Board. **Cemetery Columbarium:** Laura will contact Huron Granite to take delivery. On the Level Contracting will handle the delivery as they got the bid to do the Landscaping for the area of placement of the Columbarium. Sandi, Deputy Clerk is working on the input of the **Cemetery Software.** Laura will be looking for having a Cemetery Committee to help with finalizing the input of the software. If interested, please contact her at: 832-2874 Ext.1. **Enforcement Officer’s** position: Kristy said she is handling it in lieu of Tim’s retirement. She would like compensation for position. The topic was tabled as a resident stated she cannot be an elected official as well as an employee of the township. More research on said topic is needed. **Website:** no discussion took place. **Facebook:** Kristy made a motion to have Marie Hickerson manage a Lee township Facebook page. Jessica seconded said motion. Darla: yes, Lawrence: yes, Jessica: yes, Laura: yes, Kristy: yes. A yes motion carried. Lawrence made a motion to have Kristy and Laura be the Guidance Committee. Laura seconded said motion. Roll call was taken. Lawrence: yes, Jessica: yes, Laura: yes, Kristy: yes, Darla: yes. A yes motion carried. A Policy needs to be created for said topic. **BS& A access:** Laura has her part taken care of; Kristy just needs to meet with Laura to finalize. **Credit Card Policy:** Laura presented an updated policy. It was covered. Laura made a motion to approve policy (50-01-11-21). Jessica seconded said motion. Roll call was taken. Lawrence: yes, Jessica: yes, Darla: yes, Kristy: yes, Laura: yes. A yes motion carried.
- **New Business:** Kristy made a motion to appoint Kathy Weaver to a 3-year term to the Planning Commission effective 1/11/21 through 12/31/23. Laura seconded said motion. Roll call was taken. Jessica: yes, Darla: yes, Kristy: yes, Laura: yes, Lawrence: yes. A yes motion carried. Kristy made a motion to appoint Marie Hickerson to a 3-year term to the Planning Commission effective 1/11/21 through 12/31/23. Jessica seconded said motion. Roll call was taken. Darla: yes, Kristy: yes, Laura: yes, Lawrence: yes, Jessica: yes. A yes motion carried. Kristy made a motion to appoint Jeremy Paisley to a 2-year term to the Planning Commission effective 1/11/21 through 12/31/22. Darla seconded said

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motion. **Little League Use Request:** Nick Mills is requesting a key to the gate as well as the garage door and to use the garage for storage. After discussion Kristy made a motion to approve his request. Laura seconded said motion. Roll call was taken. Kristy: yes, Laura: yes, Lawrence: yes, Jessica: yes, Darla: yes. A yes vote carried. **Window Screening:** Tabled. **Phones:** Tabled. Lawrence will work on estimates. **Key Policy:** Laura presented a draft of who has keys as the locks were changed. Laura will work on a Key Policy. **Office Arrangements:** Tabled.

- **Planning Commission:** Kristy made a motion to appoint Lawrence Henry as the Board member representative on the Planning Commission.
- **Code Authority:** Darla gave a brief update.
- **Public Comment:** Public Comment was open from **10:11- 10:27 pm.**
- As there was no other business to attend to Jessica made a motion to adjourn. Laura seconded said motion. Roll was taken. Kristy: yes, Darla: yes, Jessica: yes, Lawrence: yes, and Laura: yes. Meeting was adjourned at **10:35 pm.**

Respectfully submitted,

Laura Dawson _____
Lee Township Clerk

Kristy Gustafson _____
Lee Township Supervisor