Carlton Township

Regular Board Meeting Minutes

July 13, 2020

Supervisor Brad Carpenter called the regular board meeting to order at 7:00 pm at the Carlton Township Hall. The Pledge of Allegiance was recited.

**Roll Call**: Present Board Members: Brad Carpenter, Terri Geiger, Amanda Brown, Gary Vandecar. Absent: Cary Smith.

**Previous Month Board Mtg Minutes:** The June 8, 2020, budget hearing and regular board meeting minutes were reviewed and approved as printed.

**Approval of Agenda:** Motion by Brad, seconded by Gary, to approve the submitted agenda with 2 additional reports. All ayes, motion carried.

**Public Comment:** 7:04-7:05 pm, 1 speaker, request for township hall door drop slot to be marked with sign for ballot return.

**Reports:**

1. Treasurer: Treasurer Report showed that as of June 30, 2020, there is $338,973.45 in the General Fund, $70,748.30 in the Fire Fund, $19,304.97 in the Middle Lake Fund, $20,238.87 in the Leach Lake Fund, $567.50 in the Tax Account, $195,801.08 in the Sewer Account, $366,736.81 in the GFMM, $137,240.68 in the FFMM, and $435,389.35 in the SFMM. Approved as printed.
2. Upcoming Meetings:
   1. July 15: Freeport Fire Association Meeting at 7 pm
   2. July 20: Weed & Algae, Middle and Leach Lakes
   3. July 21: Board of Review at 10:30 am
   4. August 4: Primary Election, 7 am – 8 pm
   5. August 10: Carlton Township Board Meeting at 7 pm
3. Fire Departments: BIRCH – 75 runs in June; equipment refresher training. Freeport – 11 runs; vehicle extraction training. Woodland – no report.
4. County Commissioners: Jon Smelker reported that county meetings have been via Zoom and focused only on the essentials.
5. Sewer: Work on 2 projects completed, 1 pending installation, and 1 new project.
6. Sewer Fund: As of May 31, 2020, balance of $89,161.20.
7. Blue Zones Activate Barry County: Amanda presented report emailed from Allison Wiswell about the meetings and events that the group offers.
8. Middle Lake Association Meeting: Brad presented summary of meeting, including election of officers, discussion of special assessment renewal, and bid seeking process.
9. Zoning: 13 open complaints, 1 new.

**Old Business:**

1. Township Hall Renovations:
   1. Board discussed how to proceed with seeking bids and best way to handle need for air conditioning for August election. Motion by Gary, seconded by Terri, to seek bids for 3 building improvements: windows replacement, roof replacement, and air conditioning installation. All ayes, motion carried.
2. Covid-19 Update:
   1. After Board discussion, motion by Brad, seconded by Gary, to continue current Covid-19 Operations Update Policy until next board meeting and to ensure recommended safety and cleaning procedures are followed at the Primary Election. All ayes, motion carried.

**New Business:**

1. Cleaning Person:
   1. Amanda reported that the current cleaning person had submitted a resignation letter, and a new cleaning person would need to be hired soon.

**Approval of Bills:** With no objection after the Board looked over the accounts payable list, motion by Brad, seconded by Gary, to approve payment of bills totaling $23,390.98 from the

General Fund and $19,715.00 from the Sewer Fund and to accept debit card usage total of $334.83. All ayes, motion carried.

**Board Member Comments:**

1. Discussion of payroll direct deposit process.
2. Terri shared that state revenue sharing check had not decreased as much as expected.
3. Discussion of building keys being given to new cleaning person and IT personnel versus installation of key box at building entrance.

**Public Comment**: 8:33-8:34 pm, 1 speaker, request for cleaning position wages and hours and recommendation given of Key Cleaning Services.

Meeting adjourned at 8:35 p.m.

Respectfully prepared and submitted by Amanda Brown, Clerk