

Board Approved – 8/19/2022

Irving Township Board Meeting

3425 Wing Rd, Hastings, Michigan 49058

July 19, 2022, 6:30 pm

The meeting opened with the Pledge of Allegiance. Board members present: Mike Buehler, Jamie Knight, Doug Sokolowski, Dean Bass. Absent – Sharon Olson.

Motion to approve Agenda made by Knight and seconded by Buehler. All in favor “Ayes.” “No” none. Motion passed. Absent – Olson.

Knight, reviewed fire reports: Thornapple. Board Member –Sokolowski requested that the response times be added to the reports. Average response time overall 12.38; however, 16.50 for Irving. Sokolowski, are the differences a result of distances? Knight, I am guessing that it is due to distance. Sokolowski, have we looked at our fire districts to make sure that we are optimized for the response? Knight, we have not looked at our fire districts. Sokolowski, is that something we can do in the future? Knight, yes.

Knight, Hastings, 16 calls, None in Irving. Hastings will add response times to their report next month. Freeport, Irving had 7, department 16, call response time average, 10 minutes for whole department. Sokolowski, the reason for asking is to look at and understand the response times and to gather some statistics associated with our contracts. Knight, July 30, Freeport Pancake Breakfast. Fire meetings on the third Wednesday of the month.

Assessor Report, attached. Cemetery report, 4 plots.

Public Input – Shelley Lake, I was wondering about the veterans in the cemetery. I didn’t know if the family keeps it up, but there are several that need cleaning, refurbishing. Sokolowski/Bush, we are working on a plan to address that very issue. I am glad to hear you say. Some of them are in very bad shape.

Commission Report, Smelker, I got put on a committee to determine the use of the Friend of the Court building. Majority of Commissioners do not want to sell currently. Looking into uses parking lot etc.

Other public input – a citizen asked about the internet or lack thereof and what we are doing. Knight responded, I have some updates and will address later in the meeting.

Knight, Clerk Minutes of June 21 meeting. Knight, motion to approve Clerk’s minutes of June 21 as presented, seconded by Buehler. All in favor,” Yes”, “No,” none. Motion passed. Absent – Olson.

Treasurer report, Sokolowski. (A detailed summary of Treasurer comments attached.) First, I will point out that in our general account we have a sizeable amount of money. We are only insured to \$250,000 per each account, checking, saving, money markets. I will move some money around to get the best interest rates and to assure that our money is protected and advise you at the next board meeting.

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The auditors will not be coming tomorrow but in August. It was a scheduling mix-up. We have corrected the incorrect tax posting. The library is getting their money. We did secure the new folding machine and have put it work. It has been a huge timesaver with the number of receipts being sent for taxes. We got a new email collection on our website. For those that add their email, they receive a monthly bulletin. A copy of what was sent out is attached in the meeting materials deck. Spam filtering mail discussion attached proposal. Sokolowski make a motion to adopted Pixelvine's Spam Filtering proposal and sign on for a year, \$1074.00. Seconded by Knight. Roll call – "Yes", Buehler, Sokolowski, Bass, Knight. "No" – none. Motion passed. Absent – Olson. Sokolowski further discussed archive service to the township for email. The proposal is strong. \$1426 with a 10% discount Sokolowski, I make a motion to accept the archive proposal from Pixelvine. Knight seconded. Roll call – "Yes", Sokolowski, Bass, Buehler, Knight. "No" – none. Motion passed. Absent – Olson. Sokolowski, the deputy clerk, Lorraine Bush has purchased a projector and screen to be utilized for Board Meetings, cost \$150.00. Will utilize at next monthly board meeting.

Sokolowski, we are quite dated in our IT assessment and most companies have a 3-to-5-year plan in place. Discussed with Shawn at Pixelvine. We are limited on laptops, PBX. I would like to have Shawn of Pixelvine come to the township, do an assessment, develop a plan – not to exceed \$1000. Sokolowski as we work here day to day, we are handicapped. Knight, any board member comments? Sokolowski, I make a motion to engage with Pixelvine to complete an IT plan not to exceed \$1,000 for township offices. Buehler, if we engage in this plan, Pixelvine supplies the equipment that we need. Sokolowski, no, they come with the recommendations for equipment providing us with the detail list of costs. Knight, this is for them to come and plan and do a sight visit. Buehler, Pixelvine would be involved in the purchase of the equipment. Sokolowski, yes. Pixelvine would function as the project manager with a provider. Knight made a motion to approve Pixelvine and Sokolowski's recommendation not to exceed \$1000, seconded Sokolowski. Roll call, "Yes" Buehler, Bass, Knight, Sokolowski, "No" – none. Absent – Olson. *(Sokolowski, I guarantee that I will get the best result for our money.)*

Sokolowski, I would like to publicly thank former treasurer, Lynette Wingeier, for her help to resolve issues with our books. She got us up to date and the books are correct. She did a really good job and I wanted to publicly recognize her for her service. We have also received our ARPA fund money.

Knight, Bill Pay List. Any questions? You will see first payment for dust control. Payment to brick layer for windows outside. Knight, motion made to pay bills in the amount of \$22,402.77. Bass seconded. Roll call – Bass, Sokolowski, Buehler, Knight, "No" none. Absent – Olson.

Board Member Comments. Knight, read a statement from Bloom, Sluggett regarding Loftus Road, attached. Knight received a 27-page document answering the Plaintiff from our attorney. Sokolowski, I make a motion to agree with the attorney. The township has done nothing wrong. Buehler seconds motion. Roll call, "Yes" Buehler, Bass, Knight, Sokolowski. "No", none. Absent – Olson. Knight will contact the attorney tomorrow with Boards decision.

Unfinished business

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4 station voting booths, get exact pricing, \$5273.75. Sokolowski, motion to purchase voting booths from Inclusion Solutions for \$5273.75. Seconded by Knight. Roll call “Yes”, Sokolowski, Bass, Buehler, Knight. “No” – none. Absent – Olson.

New Business – 4.4 acres land swap. After general discussion, Bass made motion to table to next month, August meeting. Buehler seconded. All in favor “Yes”. “No” none. Absent – Olson.

Knight addressing the Board, I am also watching to see how the parking plays out from the August Election and to make a decision as well.

Sokolowski, in cleaning up the books, I found that we have not been following the rules for Unclaimed Property. MI Law requires that any business entity that has unclaimed dollars after a year must be turned over to the State of MI Treasury. I have talked to the County, the attorney, and the auditor. I recommend that we adopt an appropriate limit, anything over \$50, be turned over to the state. Once these dollars are held by the state, they are kept for 10 years. If they go unclaimed, the state gets the money. Once we turn over to the state, we must keep track of it. This is a practice that has not been in place in the township. Smelker, keep as much money as you can in the township. Sokolowski, make a motion to adopt Unclaimed Property Procedure according to MI State Law, one year old to \$50, Bass, seconded. *All in favor “Yes” Knight, Buehler, Bass, Sokolowski. “No” – none, Absent – Olson. Updated, 8/19/2022 mtg.*

Sokolowski, one other item that the auditor recommended that we do not do, place a mark on our checks – “check must be cashed after a year.”

Knight and Sokolowski discussed MEI and TruStream regarding internet. General conversation with both public and board members. Internet continues to be a point of discussion.

Knight we need to do two things, adopt the resolution 2022-10. Knight made motion to adopt resolution 2022-10, attached, seconded by Buehler. Roll call, “Yes” Sokolowski, Bass, Buehler, Knight.

Knight, motion to approve Great Lakes Telecommunications permit. Board Member, Bass expressed dissatisfaction with Great Lakes. Buehler, seconded motion. All in favor “Yes”, “No” – none. Absent – Olson.

Public comment – Bettit, question regarding the lawsuit. Knight and Sokolowski discussed. Sokolowski offered to all present to sign up for the new monthly update from the township. Go to www.irvingtownship.org to sign up.

VanPolen asked about IT. Positive mention regarding board materials. Bush, as deputy clerk, discussed the AV ballots and the large response in anticipation of the election. Bush, as a citizen, asked if the board would consider a citizen focus group to address the ongoing internet challenges in the township. Bush had attended a meeting at the county called “Leadership” however, it addressed broadband and internet. There are grant funds available and we missed out as the deadline has already passed. Bush feels township board needs to take a proactive approach to assure all citizens have access.

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Smelker attended a meeting regarding broadband. He indicated that the State of Mi set-up an account where there are dollars available. He will investigate and get back to board.

Upcoming dates:

August 2, Election

August 15, Auditors

Next board meeting, August 16.

Knight, motion to adjourn meeting at 7:38 pm seconded by Buehler.

Respectfully prepared for the Clerk,

Lorraine Bush, Deputy Clerk

August 10, 2022