

Updated: December 8, 2009

**PRAIRIEVILLE TOWNSHIP
REGULAR BOARD MEETING**

November 11, 2009

CALL TO ORDER

Supervisor Stoneburner called the meeting to order at 7:00 p.m.

PRESENT: Supervisor Jim Stoneburner, Clerk Jill Owens, Trustee Bill Miller, Trustee Sharon Ritchie and Treasurer Deb Newhouse

Also present 36 guests.

All present pledged Allegiance to the flag and observed a moment of silence for our troops.

APPROVAL OF AGENDA

Motion made by Trustee Bill Miller for the agenda to be approved as amended. Supported by Treasurer Deb Newhouse. All Ayes. Motion carried.

Change: Add "LETTER OF AGREEMENT" to "MEETING WITH AUDITOR FOR BOARD MEMBERS"

APPROVAL OF MINUTES

Minutes of the October 14, 2009 were presented to the Board for approval. Trustee Sharon Ritchie presented two pages of changes. Trustee Bill Miller stated that he would like to review changes and to approve at the December 2009 Regular Board Meeting. Supervisor Jim Stoneburner tabled until December meeting.

CORRESPONDENCE

41 Supervisor Jim Stoneburner had a letter from Gary Hayward sent to the
42 Board with questions regarding the Recall of the Township Board; Bev and
43 Dave Holland sent a letter requesting recycling back at the Township Hall;
44 Ken Kornheiser sent a email requesting recycling back; and Joann Tiffany
45 requesting recycling back.

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47 COMMISSIONER'S REPORT by Robert Houtman

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49 Commissioner Robert Houtman presented letters that the Barry County
50 Board of Commissioners wrote to send to the Retailers/Applicators of
51 Fertilizers and a letter for Property Owner to be sent out regarding ban on
52 the use of Phosphorus Fertilizers. He also gave a copy of the #09-33
53 Resolution Requesting Michigan Legislature to Adopt State-Wide Ban on
54 Use of Residential Fertilizers Containing Phosphorous. He presented a
55 calendar for Barry County for the month of November.

56

57 Commissioner Robert Houtman stated Barry County has a Balanced Budget.

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59 Supervisor Jim Stoneburner read the letter to the residents.

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61 PUBLIC COMMENT

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63 Ken Eddy introduced his grandson Jared Lindberg. Yvonne Gabos heard
64 that the transfer station was charging for recycling and Prairieville Township
65 was not getting a discount. Gerry Vanderploeg wondered if the Township
66 could offer Phosphate free fertilizer for sale. Trustee Bill Miller stated that
67 all the area stores are now carrying phosphate free fertilizer. Gerry
68 Vanderploeg stated that at the corner of Pine Lake Road and Doster Road
69 there was an extreme drop off. With Chief Larry Gentry help, there are
70 markers now in place. Sharon Ford asked about the September 2, 2009
71 minutes. Susan Bosma asked if Gary Hayward's questions would be
72 answered. Ken Eddy, Citizens for Common Sense of Prairieville Township
73 stated that there would be a meeting to answer questions on the Recall.
74 James Barney read a note from David Gray regarding Officer Bill
75 Thompson. Justin Cook had a complaint regarding Chief Larry Gentry.

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79 ASSESSOR'S REPORT by Sheri Armintrout

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81 Sheri Armintrout, Assessor stated Vince Baird was given 34 files from
82 9/30/2009 to 10/14/2009. He has completed seven files and has measured
83 and photographed eighteen.

84

85 Vince Baird report was read by Supervisor Jim Stoneburner.

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87 PARKS COMMISSION REPORT by Jennifer VanOverloop, Vice
88 Chairperson of Parks Commission

89

90 Jennifer VanOverloop reported a theft of the money tube at Lower Crooked
91 Lake Park. The money had been emptied the night before, so little cash was
92 lost. In spring they will be adding one more employee to the Parks
93 Department. A plaque has been made for Cory Cook, the Boy Scout that did
94 the Eagle Scout Project at Pine Lake Recreational Area. Trustee Bill Miller
95 stated Dave Baker, the plumber had reported to him that the hot water heater
96 at Gull Lake was running, but no hot *water* at the faucets.

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98 FIRE REPORTS

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100 Fire Reports were received and filed.

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102 POLICE REPORT given by Officer Thompson

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104 Police report was received and filed.

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106 TREASURER REPORT

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108 Treasurer Deb Newhouse presented a Treasurer Report.

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110 Trustee Sharon Ritchie moved to add Delinquent user fees for the Gull Lake
111 Sewer and Water Authority to the 2009 December Tax Roll. Clerk Jill
112 Owens supported. All Ayes. Motion Carried.

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114 Treasurer Deb Newhouse stated she would like to go to Training for Excel
115 Software. Clerk Jill Owens stated she would like to send her Deputy Clerk
116 to training also. Trustee Sharon Ritchie stated the training was only for
117 2003 and older software. Clerk Jill Owens stated the Deputy Clerk software
118 was 2007. Treasurer Deb Newhouse stated she would still be interested.
119 Discussion took place on budget.

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121 CLERK REPORT

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123 Clerk Jill Owens presented a report with recommended Budget Changes.

124

125 Clerk Jill Owens moved to credit the following accounts budgets 101-000-

126 696.302 Fund Balance \$11,000.00 and 101-101-960.000 Township Board

127 Education and Training \$79.00; to debit the follow accounts budgets 101-

128 299-740.000 Administration Office \$1,000.00 and 101-101-801Township

129 Board Legal Fees \$10,000.00. Supported by Treasurer Deb Newhouse.

130 Ayes: Treasurer Deb Newhouse, Clerk Jill Owens, and Supervisor Jim

131 Stoneburner Nays: Trustee Bill Miller and Trustee Sharon Ritchie. Motion

132 Carried.

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134 APPROVAL OF BILLS

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136 Bills were presented and discussed.

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138 Supervisor Jim Stoneburner stated that Ford Point Road was still not

139 satisfactory. He talked to the residents and Heystek & Sons, Inc. The

140 residents of Ford Point Road would be satisfied if Tustin's would be able to

141 do a seal in the spring. Heystek & Sons, Inc are willing to reduce their fees,

142 so the funds would be available. Trustee Bill Miller stated he would like a

143 letter from the residents that this would be satisfactory to them. Payment

144 will not be made until letter is presented to the Board.

145

146 The bills were reduced by \$13,377.50 to Heystek & Sons, Inc. and \$79.00 to

147 F. Pryor Seminars.

148

149 Motion made by Trustee Sharon Ritchie for the bills in the amount of

150 \$21,296.19 to be paid. Supported by Trustee Bill Miller. All Ayes. Motion

151 carried.

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153 1. Meeting with Auditors for Board Members and Letter Of Agreement

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155 Daniel Veldhuizen, CPA, Siegfried Crandall PC went over the year ending

156 Audit March 31, 2009 with Township Board.

157

158 Supervisor Jim Stoneburner asked Dan Veldhuizen "When we have an

159 expense that is unforeseen, as with our legal fees, what steps should we

160 follow?" Mr. Veldhuizen stated that our procedures are correct. We should

161 make the adjustment before we pay the bills and not wait until the end of the
162 year for adjustments.

163

164 Treasurer Deb Newhouse presented a letter of engagement from Siegfried
165 Crandall PC to provide the Township of Prairieville with accounting
166 services; including the reconciliation of cash balances and the development
167 of an efficient and effective process for reconciling cash in the future. She
168 stated that accounts have not balanced since March 31, 2009. Some of the
169 difficulties are the accounting software does not interface, all funds are
170 going into one checking account, and no previous system to balance. Clerk
171 Jill Owens agreed with Treasurer Deb Newhouse

172

173 Treasurer Deb Newhouse moved to accept the engagement letter from
174 Siegfried Crandall PC for the dates of April 1, 2009 to December 31, 2009.
175 Clerk Jill Owens supported. All Ayes. Motion Carried.

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177 2. Insurance Policy

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179 B.J. Pratt, Account Manager, Burnham & Flower Insurance Group went
180 over the Michigan Township Participating Plan Proposal.

181

182 Trustee Bill Miller asked Clerk Jill Owens why we did not receive other
183 quotes. Clerk Jill Owens stated did receive a quote from Michigan
184 Municipal Insurance Coverage. She presented the proposal and stated she
185 did not present the proposal to the Board because of the Aggregate limit
186 of \$5,000,000 with Michigan Municipal Insurance and Michigan
187 Township Participation Plan does not have an Aggregate limit. Trustee
188 Bill Miller stated he felt we should have invited Michigan Municipal
189 Insurance to the Board Meeting.

190

191 Discussion took place on the revised Invoice from Burnham & Flower
192 Agency, Inc. The Board went over deductibles, Travelers Inland Marine
193 verses Michigan Township Participating Plan Inland Marine & Fire
194 Vehicle Physical Damage, and Increase Bond Limits for Deputies and
195 Supervisor.

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197 Clerk Jill Owens moved to Renew Burnham & Flower Agency, Inc
198 Insurance Policy with Property & Boiler & Machinery Deductible
199 increased to \$500.00, Deputy Treasurer Bond increased to \$40,000,
200 Deputy Clerk Bond increased to \$40,000.00, and Supervisor Bond

201 increased to \$40,000.00 for a total of \$21,834.00. Supported by Treasurer
202 Deb Newhouse. All Ayes. Motion carried.

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204 3. Assessor Assistant Job Description

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206 Two Assessor Assistant Job Descriptions were presented to the Board. Sheri
207 Armintrout, Assessor stated Trustee Sharon Ritchie's job description
208 described the position the best.

209

210 Clerk Jill Owens moved to use Assessor's Assist Job Description that was
211 submitted by Trustee Sharon Ritchie dated October 12, 2009. Treasurer Deb
212 Newhouse supported. All Ayes. Motion Carried.

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214 4. Recycle Bin

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216 Supervisor Jim Stoneburner stated we had requests from residents for return
217 of the Recycle Bin. He contacted Republic Service, they quoted a Recycle
218 Bin delivered on a Friday morning and picked up on Monday morning
219 would be a cost of \$172.00.

220

221 Trustee Bill Miller moved to have recycle bin delivered for Friday to
222 Monday the first and third weekend of the month starting November 20,
223 2009. Supported by Clerk Jill Owens. All Ayes. Motion carried.

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225 5. Ford Paint Road Assessment

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227 Supervisor Jim Stoneburner tabled until the December 2009 Regular Board
228 Meeting.

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230 PUBLIC COMMENT

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232 Jenny VanOverloop stated she works in the insurance profession and has
233 looked at the Township insurance in the past. Michigan Township
234 Participating Plan Proposal is the best policy for the Township. Gary
235 Hayward stated he would like the Township to have three bids and was
236 concerned about Road Commission tree shredding. Basil Hammond stated
237 he is not happy about the tree trimming. Yvonne Gabos stated that in the
238 past they had prisoners and young adults trimming trees and they did a great
239 job. Ken Eddy stated his family talked to the tree trimmers, but the trimmers
240 were rude.

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BOARD COMMENTS

SUPERVISOR STONEBURNER

None given

TREASURER DEB NEWHOUSE

None given.

CLERK JILL OWENS

None given.

TRUSTEE SHARON RITCHIE

Trustee Sharon Ritchie handed out information on Zoning Board of Appeals, Computer Network & Internet Policy, and Instructions on the use of the community computer. She then turned in a letter of resignation.

TRUSTEE BILL MILLER

Trustee Bill Miller would like the community computer information in the Newsletter.

Trustee Bill Miller moved to adjourn the meeting. Supported by Treasurer Deb Newhouse. Supervisor Jim Stoneburner adjourned the meeting without objection at 9:50 pm.

Respectfully Submitted,
Jill Owens, Clerk