**Richmond Township**

**Board Meeting Minutes**

**December 12, 2024**

**Board Members Present: Michael Knight, Supervisor; Mary Shivley, Treasurer; Ethel Sundberg, Clerk; Susan Hewitt and James Korpi, Trustees**

**Staff: Rita Laiho, Deputy Clerk; Janice Mattson, Deputy Treasurer; Jan St. Germain, Library Director; Tim Hult, General Foreman; Jason Bowers, Building Custodian; Dan Novak, Fire Chief**

**Guest: Jeremy Pickens, Attorney**

**Township Residents: Scott Mills, Stacey Sundberg, Tom Sundberg**

Michael Knight, Supervisor called the meeting to order at 7 p.m. and opened with the Pledge of Allegiance.

**Additions/Adoption of the Agenda**: Mike requested to add township ice-skating rink. Sue requested to add licensing of township building kitchen under new business and Ethel received a notice from CUPPAD for our annual membership under Communications. ***Motion by Mary, seconded by Jim to approve the agenda with noted additions. Motion carried.***

**Revision/Approval of Meeting Minutes**: Minutes from November 7, 2024 were included in the Board packet. Ethel asked to add the name of Susan Hewitt to the list of newly elected Board members present at that meeting. With no further revisions offered, ***motion by Ethel, seconded by Mary to approve the November 7, 2024, meeting minutes as corrected. Motion carried.***

**First Public Comment**: None was forthcoming.

**Reports:**  Monthly reports were received from the library director; the building custodian; general foreman and fire chief noting each department’s monthly activities were read. ***Motion by Ethel, seconded by Sue to approve the reports as presented and place them on file. Motion carried.***

Dan Novak, Richmond Township Fire Chief, had made two requests within his report. The first was to move the Fire Department Office into the vacant EMS office which has a locking door to secure their records and equipment. ***Motion by Ethel,******seconded by Mary to approve the relocation of the Fire Department office. Motion carried*.**

The second request was to purchase a new computer for the Fire Department. Dan noted the State of Michigan’s Incident Reporting Agency is transitioning to an on-line reporting system and the current computer will not be compatible with this change. He included quotes for a new computer from two local vendors. One quote also included the delivery and set-up; the other quote noted the set-up of the system would be at an additional charge. Dan also would like to purchase software for MicroSoft Office to continue with their internal correspondence reports. Mike noted the two systems were very different; one had twice the storage capacity. ***Motion by Ethel, seconded by Mary, to approve the quote from Iron Bay Computer in the amount of $1676.87 for the purchase of the new computer for the Fire Department, and the purchase of MicroSoft Office software for 249.95, for a grand total $1941.82. Motion carried*.**

**Communications**: An invoice was received from Central Upper Peninsula Planning and Development (CUPPAD) for 2025 in the amount of $161.00. Rita noted this company will help the Township update the master plan and recreation plan. ***Motion by Sue, seconded by Mary to approve the payment for the 2025 Membership Dues with CUPPAD in the amount of $161.00. Motion carried***.

**Old Business:**

Township Building Roofing Project: Mike announced the roofing project began on November 20th and there have been several water leaks noted. He has contacted the company in each instance. The project is on-going.

Sheriff’s Department Contract: Mike announced this was approved at the November Board meeting and will begin on January 1st. He noted the township will be responsible for the actual paperwork for both ordinance violations and parking citations.

Tyler Smith: Mike asked Jeremy Pickens, Attorney for Richmond Township, to update the Board on this issue. Mr. Pickens stated a complaint is ready to be processed. This individual has received several notices of ordinance violations for debris, nuisance complaints, and dilapidated buildings with no change or improvements noted. He stated we will seek enforcement of the violations via the court system. The court will conduct their own research and level fines against the offender. If no change occurs, we will go back to the court to be legally able to resolve the situation. Any costs will then be added to the property taxes. Mike asked the attorney to contact Mr. Smith and inform him of this impending action. He thanked him for his update.

**New Business**:

Board of Review Appointments. Applications for continued terms on the Board of Review have been received from Dana Collins, Emily Hodge, and Jennifer Loebig. ***Motion by Ethel, seconded by Mike to approve the appointment of Dana Collins, Emily Hodge and Jennifer Loebig to the Board of Review beginning January 1, 2025. Motion carried***.

Licensing Township Building Kitchen: Sue Hewitt announced she would like to reinstate the Senior Meal programs for the community. To begin the process, she contacted the Health Department for guidance. They will come and inspect the kitchen as part of the licensing process but need $250 to schedule the inspection. Sue stated she is licensed as a food handler, which is also necessary to restart the meal program. ***Motion by Sue, seconded by Mary to pay the $250 fee to the Marquette County Health Department for the pre-inspection of the township building kitchen. Motion carried***.

Ice Skating Rink: Mike announced we would like to flood the park pavilion floor for the ice-skating rink. A new liner needs to be purchased. Joey Tarvis has volunteered to help with this project and man the warm-up shack. The shack is open certain days and hours, but the ice-skating rink can be used anytime. ***Motion by Sue, seconded by Ethel to approve the purchase of the new liner for the set-up of the township’s ice rink. Motion carried.***

It was noted Board of Review Training was not addressed. Rita announced the three appointees have been trained and their certification is valid through 2025.

**Public Comment**: None was forthcoming.

**Financials**: Expenditures from the following funds were read: General Fund $30,522.19; Fire Fund $1705.03; Water Fund $5410.12; Sewer Fund $5577.18; Library Fund $1332.18 and Sanitation Fund $7002.03. ***Motion by Ethel, seconded by Mary to approve the payment of the bills. Motion carried.***

**Next Meeting**: January 9, 2025 at 7 p.m.

With no further business to discuss, ***motion by Mary, seconded by Jim to adjourn the meeting at 7:28 p.m.***

Recorded by,

Ethel Sundberg

Richmond Township Clerk