



## **BRUCE TOWNSHIP BOARD MEETING**

**February 13, 2020**

Call meeting to order at 7:00 PM.

Board Members: R. LaJoie, C. Marsh, D. Rogers, M. Pins. W. Pulfrey

Greetings - Pledge of Allegiance

Public Comments - limit 3 minutes

Question about guidelines for Donaldson Cemetery and are there plots available at the cemetery.

Missy Robbins Emergency Management Director (911). Talked about Smart911, which is a free new service that will save time in an emergency where seconds count. This service will enhance the 911 call takers to respond to an emergency by having detailed information about the person calling.

Approval of Minutes: Motion by Rodger supported by Pins to approve the Minutes of the Regular January 09, 2020 meeting. Motion passed.

Pay Bills -- Motion by Pins supported by Roger to approve paying of the bills (check numbers -10322-10356) for a total of \$ 24,998.44. Motion passed.

County Commission Report – None

Reports of Special Meeting - 01/22 Marsh was in Grayling for MTA Meeting – Board of Review Training in St Ignace

Zoning Administrator – no new Permits, working on excessive or prohibited Vehicles on selected Properties.

Assessor's Report: Working on Disabled Veteran's tax program and we have 18 in the program but only 7 have responded. There is an assessment change in the tax law, change notices will be mailed directly from the printer.

Planning Commission Report – No meeting

Treasurer's Report: There were receipts of \$ 163,694.30, expenses of \$ 33,200.16 and a \$1,058,068.62 balance of all funds.

Clerk's Report –

- A. Emergency plan the Chippewa County Emergency Management does not have an emergency plan template for us. We will have to develop a plan on our own.
- B. Direct deposit of staff payroll checks can be done two ways. One is to use the Central Savings Bank process (which involves work by the treasure and the clerk), the other is to use QuickBooks process, (which only involves the clerk). I am asking for Board directions on how to proceed. Motion by Pulfrey supported by Marsh to use the QuickBooks process. Motion Passed.
- C. 5-day outage cards for Fire Fighters has been distributed to the Fire Chief. There was a question of 3 other instances were Fire Fighters warrant getting fuel cards. A motion was made by Marsh and second by Lajoie to give the 3 members Fuel Cards. Motion passed.
- D. Signature Cards are needed to allow a backup for the Treasurer accounts, currently she is the only one on the 3 accounts. Motion by Lajoie, seconded by Marsh to approve the addition of Pulfrey on the signature cards. Motion passed.
- E. Board Meeting Dates for 2020/2021 were presented. Motion by Marsh, seconded by Pulfrey to approve the dates as presented. Motion passed.
- F. Reminder that we need to set up a date for the 2020/2021 Budget work session. March 5, 2020 is the date selected to for the Work session.

Firemen's Report –

- A. There were discussions regarding charging for Fire Calls (fires or accidents). No clear direction was presented by the Fire Chief, as more information is needed.
- B. Training for Fire Fighters was discussed. It was asked if there was a possibility of paying our Fire Fighters for attending a fire call. Andrews will research options for the Boards enlightenment.
- C. Air Bags- The Fire Chief presented information on lift bags; more detailed information is requested. The model presented will lift 32 ton, 36" high. Estimated cost is \$17,000.

Ground and Park Report – Snow covered, no report.

Cemetery:

Old Business

- A. Assessor Contract Review, Marsh has data on it but we can not review it until the assessor is available.
- B. Audit – There was a finding of related to funds transfer where the budget was exceeded by less than \$1,800 without the Board approving the transfer. There was also 2 reports that were missing.

New Business

- A. Emergency Action Plan - Pins will follow up with Missy Robbins.
- B. Donaldson Plots – There is a question if we have any plots available for sale. More research will be done by Sextant Moran in the spring, when we can probe selected areas.
- C. Fire Department and Supervisor laptops/equipment – After much discussion involving the use of the equipment and the computer specifications. Motion by Pulfrey seconded by Pins to approve the purchase of computer/equipment for the Fire Department for a **not to exceed**

price of \$2,000. Motion passed.

- D. Scheduling Fire Fighters – Discussion on having a web site location for Fire Fighters to log into for training issues. There is a need for the Fire Fighters to have a presence/landing on the web page, hidden logins would be possible. Our IT person will be the contact for information and proposed changes for our web site.
- E. Billings for car accident in our township. Per Andrews he will investigate fire runs and car/ambulance and lift assistance runs and talk to the insurance companies about charges.
- F. Discussion about applying for a Tribal grant, to fund the purchase of equipment that will help with grass/wooded area fires. Andrews will investigate.
- G. FOIA – compensation for doing FOIA work, which is not part of the Clerk duties. FOIA policies need to be updated. Motion by Marsh supported by Pins to approve \$15 per hour when performing these duties. Motion passed, Pulfrey abstained.
- H. Office computer is needed by the Supervisor’s office. Motion by Lajoie supported by Pulfrey to purchase a laptop for the Supervisor’s office. Motion passed.
- I. Discussion on installing a projector and screen for the Township Hall. We will follow up on costs for these items.

Public Comments – limit 3 minutes

Adjournment Motion to adjourn was made by Rodgers supported by Marsh. Motion passed. The meeting was adjourned at 8:27 pm.