

Milan Township  
Board of Trustees  
Regular Monthly Meeting FINAL Minutes  
June 8, 2023  
7:00 P.M.

*Call to order at 7:02p.m with the Pledge of Allegiance*

**Roll Call:** Supervisor Mark Bogi: P; Clerk Stephanie Kozar: P;

Treasurer Joel Gotts: P; Trustee Olga Mancik: P; Trustee Nick Straub: P

**Approval of Agenda:**

Motion by Kozar and seconded by Gotts to accept the agenda with changes

**Changes:** Under New Business, item #1, change "Site Plan" to "Special Use" for Getaway Bay

All in favor: 5   Opposed: 0

**Public Comment** (2 mins): No comment

**Approval of Previous Minutes:**

Motion by Gotts and seconded by Kozar to approve the May 11, 2023 regular minutes and the May 18, 2023 special meeting minutes as presented.

All in favor: 5   Opposed: 0

**Disbursements:**

Vendor Payments totaling \$8,724.41.

Payroll totaling \$10,123.52

Motion by Bogi and seconded by Gotts to approve the May 2023 disbursements totaling \$18,847.93

All in favor: 5   Opposed: 0

**Roll Call:** Supervisor Mark Bogi: Y; Clerk Stephanie Kozar: Y;

Treasurer Joel Gotts: Y; Trustee Olga Mancik: Y; Trustee Nick Straub: Y

**Fund Balances:**

General Fund Total: \$576,497.73

Tax Account Total: \$4,919.67

Fire Fund Total: \$194,215.39

Road Fund Total: \$257,540.60

Covid Relief Total: \$159,414.52

Old National Farm Savings: \$63,773.12

CD's: \$422,465.26

Motion by Bogi and seconded by Mancik to accept the fund balances totaling \$1,678,826.29

All in favor: 5   Opposed: 0

**Building Report:**

During May 2023, three (3) permits were granted, one (1) inspection was completed and one (1) inspection was red tagged.

No official paper report for this month as the new building inspector is still getting acquainted with the position.

Motion by Kozar and seconded by Gotts to accept the building report as presented.

All in favor: 5   Opposed: 0

**Assessors Report: See attached report for full details**

Residential class sales completed; Residential sales information submitted to County Equalization; Assessor database rolled over from '23 to '24; working with treasurer on summer taxes; L4029 Tax Rate Request filed with County Clerk; Field work for July-Sept being organized.

Upcoming: July Board of Review scheduled for Tuesday, July 18<sup>th</sup> at 1pm;  
Gathering/Receiving L4029 Tax Rate Requests from local taxing authorities to prepare Clerk's 591 Statement (due in September).

Motion by Kozar and seconded by Gotts to accept the assessors report as presented.

All in favor: 5   Opposed: 0

**Milan Fire Department Report:** Total of 9 incidents for Milan Township. See attached report for full details.

Motion by Kozar and seconded by Mancik to accept the MFD report as presented.

All in favor: 5 Opposed: 0

**Sherriff's Department Report:** Total of 56 incidences for Milan Township. See attached report for full details.

Motion by Bogi and seconded by Kozar to accept the Sheriff's Department report as presented.

All in favor: 5 Opposed: 0

### **Old Business:**

#### **1. Cemeteries**

Mr. Andrew Noland (Silent Cities, LLC) and Ms. Ann Sweet, along with a few others, were in attendance at the meeting to discuss their work on submitting and getting approved by the state for a double-sided metal marker for Rice Cemetery. This marker would highlight the veterans that are buried in the cemetery, including a Congressional Medal of Honor recipient and a number of Rice family members, whom have lived in the area spanning 6 generations and founded the cemetery. The verbiage was originally approved but was revised by Ms. Sweet and resent for re-approval. This new approval may take a few months. The entire project would cost around \$4400. They will let the board know when/if the new verbiage is approved and it can be brought back to the board to decide the townships involvement.

Mr. Noland indicated that he would like to work on the Spaulding Cemetery, in cleaning and improving the site. Recommended that a new flag pole be placed, as there are veterans buried at this site as well. Offered his services voluntarily.

Renee Humes and Amanda Taepke will be attending Cemetery Conference on 6/20/23 and 6/21/2023, respectively.

#### **2. Powerwashing bids**

Received two bids to power-wash the Township buildings.

**Karrie's Cleaning** bid a soft wash and cleaning of entire outside, providing all equipment and materials, except water at an amount of \$625.

**All Star Services** bid a cleaning at approx. 3000 PSI with a 25-degree tip and would provide 6 gallons of mold/algae armor at an amount of \$690.

Supervisor Bogi indicated that we would want a soft wash as to not damage the siding.

Motion by Kozar and seconded by Bogi to hire Karrie's Cleaning to complete the power washing of the hall at a cost of \$625.

All in Favor: 5 Opposed: 0

**Roll Call:** Supervisor Mark Bogi: Y; Clerk Stephanie Kozar: Y;

Treasurer Joel Gotts: Y; Trustee Olga Mancik: Y; Trustee Nick Straub: Y

3. Fascia Repair bids

Received two bids for the replacement and installation of a fascia and soffit on the building.

Walker Construction bid the installation, materials, and a cleaning of the area at the amount of \$600.

Milan Drywall Contracting, Inc bid the installation and materials at the amount of \$750. It was indicated that Walker Construction has done work for us in the past for the painting of the hall and did a good job. Milan Drywall Contracting, Inc is a local resident.

Motion by Bogi and seconded by Kozar to hire Walker Construction for the replacement of the fascia and soffit on the building at a cost of \$600.

All in Favor: 5 Opposed: 0

**Roll Call:** Supervisor Mark Bogi: Y; Clerk Stephanie Kozar: Y;

Treasurer Joel Gotts: Y; Trustee Olga Mancik: Y; Trustee Nick Straub: Y

4. Repair of Hall

Supervisor Bogi indicated that the tabulator for the election is currently stored in the bathroom of the hall. This is illegal as the tabulator has to be in a locked area, without access to the public. Would like to put up a wall in the bathroom to section off a separate room, as the bathroom is quite large. Received a quote from Milan Drywall Contracting, Inc for the labor and materials to frame a wall, put up drywall and cut and fit a new 36" door at the cost of \$1,595.00

Motion by Bogi and seconded by Gotts to hire Milan Drywall Contracting, Inc to create a wall to separate the bathroom and install a new door at the amount of \$1,595.

All in Favor: 5 Opposed: 0

**Roll Call:** Supervisor Mark Bogi: Y; Clerk Stephanie Kozar: Y;

Treasurer Joel Gotts: Y; Trustee Olga Mancik: Y; Trustee Nick Straub: Y

5. Alarm System

Supervisor Bogi indicated that he received a quote from Guardian Alarm to update our alarm system. This would be to install a new touchpad alarm system, where each board member and employee would have a separate alarm code to allow tracking of who comes in and out of the building. This would also provide four cameras on the outside of the building with a 30 day retention and can be viewed by members of the board via their phone. The total installation cost would be \$2,050 and the monthly charge would be \$65/month. Confirmed with Michigan Alarm, the township does not have a contract. We are charged \$41.99/mo and pay quarterly, but this does not include cameras.

Motion by Gotts and seconded by Kozar to upgrade the alarm system with Guardian Alarm for the initial cost of \$2,050 and a monthly charge of \$65.

All in Favor: 5 Opposed: 0

**Roll Call:** Supervisor Mark Bogi: Y; Clerk Stephanie Kozar: Y;

Treasurer Joel Gotts: Y; Trustee Olga Mancik: Y; Trustee Nick Straub: Y

6. Computer System

Supervisor Bogi indicated that our computers in the hall are very old and the clerk's computer has been having issues for a while and the others are slowing down. It was recommended that all the computers be replaced. Received a quote from Digital Perspective for the following items:

- Computers - \$829/ea – would require 5
- Monitors - \$179 for dell, \$129 for off brand – would require 10
- Office 2021 Professional - \$129/ea – would require 5
- Anti-Virus Software - \$20/ea – would require 5
- Set and installation – estimated 2-3 hours at \$120/hr per each computer (5)

This would be a total cost of about \$7,980, if it took the company 3 hours for each computer. Supervisor Bogi indicated that we should err on the side of caution and approve to account for any problems or issues that may arise. Offered \$8500 and if it requires more, it can be brought back to the board for further approval.

It was also brought up that the BS&A software that we use for payroll/taxes/assessing, etc will be moving towards a cloud-based system. This upgrade will be a significant cost to the township; however, it is mandatory for this company. Their waitlist is 18 months out at this time. This will allow us to upgrade with the Building Department program that we currently do not have. If we wished to move forward with purchasing that program now, it would cost \$20,000-\$25,000 now and there would still be a cost when the entire program gets updated. BS&A representatives are available 6/14/2023 to discuss the process and costs.

Motion by Kozar and seconded by Gotts to approve the purchase and installation of new computers for the amount of \$8500.

All in Favor: 5 Opposed: 0

**Roll Call:** Supervisor Mark Bogi: Y; Clerk Stephanie Kozar: Y;

Treasurer Joel Gotts: Y; Trustee Olga Mancik: Y; Trustee Nick Straub: Y

7. Solar Moratorium

The current solar moratorium expires 6/8/2023. It was discussed to extend the moratorium to allow the Planning Commission time to fine tune the ordinance. Per John Schaurer, the PC is going over amendments at their next meeting and will continue to do so at future meetings. He believes the ordinance should be available by August to be reviewed by the Board.

It was discussed about extending the moratorium for 6 more months, with an expiration date of December 14<sup>th</sup>. It was reminded that if the ordinance is approved before the expiration date, the moratorium can be canceled. Trustee Straub asked that we consider a year moratorium to allow ample time for the PC and it can be canceled if approved before the expiration date. Supervisor Bogi indicated that 6 months should be sufficient and it can be extended. Clerk Kozar offered that we extend it 7 months to bypass December Holidays and allow the township to enjoy that time and have an expiration date in January on the 12<sup>th</sup>.

Motion by Kozar and Seconded by Mancik to extend the Solar Moratorium by 7 months with an expiration date of January 12, 2024.

All in Favor: 5 Opposed: 0

8. Phones

Clerk Kozar indicated that the building inspectors phone has been received and cost \$100 for an iPhone 12 and accessories (case, screen protector, etc) and the new monthly cost for the line is \$30/mo. All landlines, jetpacks and fax lines have been disconnected.

Clerk Kozar indicated that it was previously brought up the potential for stipends for those employees and board members who use their cell phones for township business. Supervisor Bogi suggested that we table this until the next cycle of bills come in to determine the appropriate stipend for the employees and board members.

9. Fire Inspection Report – See attached report for full details

Milan Fire Department Fire Inspector came to the hall to determine if it meets fire code. The following items were brought up:

- Fire extinguishers – would require 3 extinguishers and we currently only have 2. They will need to be mounted to the wall.

- Exit Signs – all exit signs need to illuminate when test button pressed. The two signs in the hall do not illuminate at all and would need to be replaced. Would need an additional sign above the front exit of hall.
- Storage – furnace room currently has storage in it. All storage should be 36" from mechanical devices and heat sources
- Power strips – currently have some daisy-chained. Power strips should not be connected to one another.

Supervisor Bogi indicated that he would like to get quotes for fire extinguishers. Treasurer Gotts indicated that he personally has an extinguisher that shoots water versus the powder of a normal extinguisher. Offered that we should look into those. Clerk Kozar indicated that the exit signs and extinguishers should both be quoted. Supervisor Bogi indicated this item should be tabled until next meeting and he can acquire quotes for both the signs and extinguishers.

#### **New Business:**

##### **1. ~~Site Plan~~ SPECIAL USE for Getaway Bay**

The board received a Special Use application for Getaway Bay to allow overnight tent camping at the facility. John Schauer, PC Chair, reviewed what was discussed at the PC meeting and what was voted on. It was discussed that while the PC recommended the approval, the facility does not have the appropriate acreage, per the Township ordinance, to allow for this special use. The ordinance requires a minimum of 30 acres before this use can be allowed. Mr. Kerry currently has two parcels that he is looking to combine to make it 36.9 acres, but this is currently not completed. Supervisor Bogi indicated that per the planner's recommendation, the site plan is not complete either. She indicated that the sketch plan does not meet requirements and does not provide enough information.

Clerk Kozar indicated that this doesn't feel "finished" and we are "putting the cart before the horse". She indicated that the parcels should be combined first before approving any special use, as this is what the ordinance indicates and should be followed. Supervisor Bogi indicated that this should be sent back to the PC for further review and the site plan should be completed as appropriate and the parcels should be combined.

Motion by Bogi and seconded by Kozar to send back application to the PC for further review.

All in Favor: 5 Opposed: 0

2. Fee schedule for building department

Clerk Kozar indicated with the hiring of a new building inspector, the fee schedule for the building department should be looked at and revised if necessary. Would like to table this until next meeting, but wanted on the agenda.

3. Audit with Calkins, Hehl, and Rafko – signing of understanding services

Clerk Kozar brought forward a packet that was sent to her from the Township accountants regarding the current audit. It was explained that this is to confirm understanding of the services that are being provided. She wanted clarification before signing and sending back.

Motion by Bogi and seconded by Gotts to sign the understanding of services for the Audit with Calkins, Hehl and Rafko.

All in favor: 5 Opposed: 0

4. Audit with Accident Fund – scheduled for 6/15/2023 between 10 and 12

Clerk Kozar indicated that another audit will be happening next week to go over payroll taxes.

5. MTA Dues

Clerk Kozar indicated that MTA dues are coming due again. The cost is \$1,759.06, with option legal defense fund for \$52.77 and optional Learning Subscriptions ranging from \$750 to \$1900. Wanted to discuss with the board about what we should do moving forward. Trustee Straub questioned what the Legal Defense Fund offered. Clerk Kozar unsure, but will call the MTA to discuss. Supervisor Bogi indicated that the Learning Subscriptions might be valuable. Deputy Supervisor indicated that the MTA is a valuable resource and with the clerk being new to her role, it would be beneficial to participate and then decide next year what was valuable.

Motion by Bogi and seconded by Gotts to pay the dues, legal defense fund and the essential learning subscription for a total of \$2,561.83

All in favor: 5 Opposed: 0

**Roll Call:** Supervisor Mark Bogi: Y; Clerk Stephanie Kozar: Y;

Treasurer Joel Gotts: Y; Trustee Olga Mancik: Y; Trustee Nick Straub: Y



6. Fall Trash Day

Clerk Kozar indicated that with summer taxes being sent out, it would be beneficial to schedule a date for Fall Trash Day so this information can be included on the back of the summer taxes. Clerk Kozar called Stevens and they have an opening for Saturday, September 16<sup>th</sup> from 8a-2p. The cost has increased about \$25. Previous trash days were between \$3200-\$3500. Supervisor Bogi would like to approve a total and if it ends up being more, we can bring it back to the board.

Motion by Gotts and seconded by Kozar to schedule the trash day for September 16<sup>th</sup> from 8a-2p, with an approved cost of \$3500.

All in Favor: 5 Opposed: 0

**Roll Call:** Supervisor Mark Bogi: Y; Clerk Stephanie Kozar: Y;

Treasurer Joel Gotts: Y; Trustee Olga Mancik: Y; Trustee Nick Straub: Y

7. Important Information for back of tax sheets

Clerk Kozar and Treasurer Gotts wanted to verify if there were any other important dates or messages, not including Trash Day, that would need to be included on the Summer Tax bills. No other dates/messages were identified.

**Board Members Comments:**

**Supervisor:** We receive 500 tons of free gravel a year from the quarry. Called Salenbien for a quote to spread this. Looking into getting the generator serviced, as this has not been done for a while. Clerk and Supervisor looking to draft up an onboarding process and exit process for new members coming in to make the transition easier. MCRC will be putting chloride on the roads around the end of June – no set date and could change. Working with London and Dundee Townships to share the cost of fixing Wells and Day Road. Intersections should be cleared of debris/grass/trees 50ft from the road. Will be looking into this as farm equipment and others are having difficulty seeing through intersections to safely turn.

**Clerk:** No comment.

**Treasurer:** Thank you to the new clerk. Summer taxes are going out next week.

**Trustee Straub:** Indicated the Special Use for Corrigan Oil has been tabled until the next PC meeting. They are awaiting further information. PC will be working on solar at the next meeting. Asked about quotes for Monroe Paper vs. Independent Paper. DS Taepke indicated she would call on this.

**Trustee Mancik:** No comment

**Staff:** DS Taepke working on the website and newsletter.

**Public Comment (5 mins):**

One resident asked for clarification of solar moratorium.

One resident asked if we can look into having a tire option for trash day as tires have not been allowed at our previous trash days. Deputy Supervisor Taepke indicated that London Supervisor has offered this in the past and she will speak to her about this process to see about including that in our fall trash day.

A few residents had some comments/concerns about the ditch mowing that has been going on. Explained that the secondary (dirt) roads are the responsibility of the Township and we have a contract with Unrestricted Services to complete these ditches. The MCRC is responsible for primary (asphalt) roads and they have contracted with KBK Landscaping to complete these ditches. Some residents indicated that on some primary roads, the ditches are not being mowed at all and some are gouging the ditches. Considered with no consistency.

One resident asked if this could be done more than twice a year.

One resident asked if we could look into the potential of a flashing stop sign at Ann Arbor road and Cone. There are a lot of people who run through that stop sign to get onto the highway. The option of rumble strips was brought up too. Supervisor Bogi indicated he would look into some options.

One resident asked for an update for the flashing stop signs at Dennison and Cone. Supervisor Bogi indicated he called on that this week and they are on order.

Motion by Bogi and seconded by Gotts to adjourn the meeting at 8:59 p.m.

All in favor: 5   Opposed: 0