

WAKESHMA TOWNSHIP REGULAR BOARD MEETING

MONDAY, JULY 7, 2014 7:30 PM

Supervisor Jim Deming called the meeting to order at 7:30 PM. Board members present were Supervisor Deming, Treasurer Leanne Munn, Trustee Trevor Bennett and Trustee Barbara Thole. Clerk Shawn Fritz was absent. Two citizens were also present and a third citizen arrived later during the meeting. Treasurer Munn asked Trustee Thole to take the minutes for the meeting in the absence of the clerk.

Supervisor Deming called for a motion to approve the minutes of the June 2, 2014 meeting. A motion was made by Trustee Thole and supported by Treasurer Munn. The motion was approved.

In the absence of Clerk Fritz a list of current bills could not be presented at the meeting. It was recommended that the list of bills be presented to the board members by e-mail and a vote on that list to be taken by e-mail.

Treasurer Munn gave the treasurer's report as follows: Tax Checking 667.34, Trust and Agency 509.23, General Savings 22,322.27 and General Checking 8,633.61. After discussion regarding the funds in Tax Checking, which was money put into the account during the tenure of the previous treasurer, it was decided, based on recommendation from the township auditors, Siegfried Crandall, to move the 667.34 in Tax Checking to General Savings. This recommendation was voted on by resolution: Bennett-Yes, Munn-Abstain, Deming-Yes, Thole-Yes. Treasurer Munn also indicated that 16,163.00 has been received from revenue sharing and will be deposited on 7-8-14. A motion was made by Trustee Thole and supported by Trustee Bennett to accept the treasurer's report as presented. The motion was approved.

Supervisor Deming requested that Clerk Fritz and Treasurer Munn prepare monthly, a financial document showing the budget, revenue and expense amounts broken down by account number through the fiscal year ending March 31, 2015.

Citizen comments- A citizen asked a question in regard to revenue sharing. Supervisor Deming responded that revenue sharing money comes from the state. The township's main source of revenue is from that money and property taxes, specifically the winter taxes. From the summer taxes the township only receives the administrative fee. It was also explained that the road commission and township board work mutually in regard to road repair.

Citizen Deb Brockway asked questions in regard to the planning commission July 14, 2014 meeting which will be held at 7:00 PM at the township hall. Supervisor Deming made a motion supported by Treasurer Munn to appoint Ms. Brockway to the Planning Commission. The motion was approved.

There was discussion of two citizen complaints on 42nd St, one on U Ave and one on 36th street. The one on U Ave has been resolved.

Old Business: The board members discussed inspection service options and gave their thoughts on the material which was presented to them prior to the meeting. Supervisor Deming commented on the helpfulness of Chris Hamilton of SCMCCI during the transition after losing the services of the Butch Cirino Group. He has had no complaints about building permits and it appears that SCMCCI works well with the assessor. Supervisor Deming recommended that board members further review the material from the inspection services and that a vote on the issue be tabled until the August 2014 meeting.

The annual audit was held on June 30, 2014. The results of the audit will be available in about one month.

Supervisor gave an update on the Fire Authority that included financial and personnel issues. There was substantial review and discussion of the SKCFA (South Kalamazoo County Fire Authority) revised Articles of Incorporation. The original Articles were carefully compared with the proposed revised Articles. There was reservation from some of the board members regarding the revised Articles but it was the recommendation of Supervisor Deming that the board approve the amended Articles of Incorporation. Supervisor Deming made a motion to accept the Articles and it was supported by Trustee Bennett. The motion was approved but with reservation by two board members.

New Business: Treasurer Munn requested that a petty cash fund be established for small purchases needed in between Accounts Payable check runs. Permission was given by the Supervisor to take \$200.00 out of tax checking to establish the fund. In order to provide a good audit trail a special form will be prepared by the Clerk or Treasurer. This form should be used any time money is taken from the petty cash fund. It should include the date, the name of the vendor, the reason for the purchase and the amount of the purchase. It should also include the signature of the person using the money. The fund should be balanced on a regular basis in the same manner as the bank accounts.

A motion was made by Supervisor Deming and supported by Treasurer Munn to adjourn the meeting. The motion was approved and the meeting adjourned at 9:35 PM.

Respectfully submitted:

Barbara Thole, Trustee

Acting in absence of Shawn Fritz, Township Clerk