

Rolland Township  
324 Main Street  
P.O. Box 65  
Blanchard, MI 49310  
Minutes: February 8, 2022

## **Rolland Township**

### **Rolland Township Board Meeting February 8, 2022**

#### **Opening**

The regular meeting of the Rolland Township was called to order at 7:00 on February 8, 2022 at Millbrook/Rolland Fire Department by Supervisor, Daniel Shaw.

#### **Present**

Dan Shaw (Supervisor), Javan Quackenbush (Treasurer), June Marston (Clerk), Kathy Burdick (Trustee), and Kevin Mitchel (Trustee)

#### **Visitors Present: Kendra Crandell – Payden Park and Youth Baseball 2022**

Ms. Crandell, current president of the Parks and Recreation Group, spoke to the Board about both seasonal and long-range needs at Payden Park. Little League practice begins in April 2022 and the playing season will occur beginning in May through the end of June 2022. The following topics were discussed and are noted here for information gathering and Board action as the 2022-2023 budget allows.

- Porta Potty Rental (April – mid July)
  - Township Budgeted 2022 - 2023
- Lawncare (Seasonal as needed)
  - Township Budgeted 2022 – 2023
- Dugout Repairs and Painting (Township Board will seek estimate and timeline.)
  - Township Anticipated Disbursement 2022 – 2023 pending Board approval
- Diamond Dust (Spring 2022)
  - Township Anticipated Disbursement 2022 – 2023 pending Board approval
- Weed Removal on Playing Diamonds (Spring 2022)
  - Township Anticipated Disbursement 2022 – 2023 pending Board approval

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- Trash Disposal (Seasonal) with preference for trash bins rather than dumpster (Township Board will seek estimate and timeline for trash pick-up.)
  - Parks and Recreation group will research current dumpster plan/payment.
  - Township Anticipated Disbursement 2022 – 2023 pending Board approval
- Gravel for Parking Lot (TBD)
  - Parks and Recreation seeking an estimate for submission to Township Board.
- Removal of one storage shed (Spring)
  - Parks and Recreation anticipates removal and clean-up
- Capping of Fencing (Anticipated at Future Date)

#### **Frank Engler, Isabella County Commissioner**

Mr. Engler brought the Board up to date on several topics, reminding the Board that with re-districting his tenure as commissioner for Rolland Township ends in December 2022. To date, there is no candidate running for the vacancy. Work on the new jail and police center continues. Isabella County has ended their emergency status, noting that county mask mandates only apply to county owned facilities.

**Public Concerns:** None

#### **Approval of Agenda**

The electronically shared agenda was approved.

**Assessor's Report:** None

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### **Approval of Minutes**

Motion to approve the January 2022 minutes was made by Kathy Burdick.

Motion was seconded by Kevin Mitchell.

Minutes from previous meeting were approved without discussion.

### **Approval of Treasurer's Report**

Motion to approve the treasurer's report was made by June Marston.

Motion was seconded by Kathy Burdick.

Treasurer's report was approved without discussion.

### **Paying of Bills**

Motion to approve and pay township bills was made by Kathy Burdick.

Motion was seconded by Javan Quackenbush.

Motion to pay all bills carried by a 5-0 roll call vote.

### **Old Business**

#### **1. ICRC Conversation with Rolland Township**

Dan Shaw reported that the requested road assessment and report is still pending.

#### **2. ARPA Account**

Javan Quackenbush opened discussion on use of ARPA funds, reminding the Board that restrictions on use have been loosened. In April 2022 the Board must submit a plan of use to the federal government. Discussion of use of funds will be placed on the March Board agenda.

#### **3. Installation of additional streetlights in Blanchard**

This work is still in the planning stages but moving forward. Dan Shaw is the contact person for Consumers Energy and will update the Board in March.

#### **4. ADA Polling Place Compliance**

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The American Legion will be unable to resurface the parking lot during the 2022 season. The painting of another handicapped parking space and the posting of a second sign will now need to be completed prior to the August 2022 Primary Election in order to comply with ADA requirements. Dan Shaw will obtain a bid for the painting from B & E Asphalt of Lakeview and report back to the Board in March. June Marston will obtain the cost of the required sign for Board information.

## **New Business**

### **1. Adoption of the updated Hardship Packet 2022 and the Assessor's Filed Policies**

In compliance with PA 660 Assessing Reform, the 2022 AMAR review requirements, and the State of Michigan revision of application process and requirements for Hardship, Kathy Burdick moved to resolve and adopt the 2022 updated Hardship Packet as presented/provided by Denise Hall, Assessor of Equity Assessments, Inc on behalf of Rolland Township.

Motion to resolve and adopt was seconded by Javan Quackenbush.

Motion to resolve and adopt passed unanimously with no further discussion.

In compliance with PA 660 Assessing Reform, the 2022 AMAR Review requirements, and the State of Michigan revision of application process and requirements for Hardship, Kevin Mitchell moved to adopt the 2022 Written Assessor Policies as presented/provided by Denise Hall, Assessor of Equity Assessments, Inc on behalf of Rolland Township.

Motion to adopt was seconded by Javan Quackenbush.

Motion passed unanimously.

## **2. Revision of Rolland Township Bill Paying Policies and Procedures**

June Marston asked for discussion in regards to revising the bill paying policies and procedures of Rolland Township. The current policy of paying all bills only once per month following approval of each payment by the Board at the monthly township meeting places the Township in the position, during some months, of being unable to pay all bills prior to the due date and thus incurring penalty fees. Discussion centered on regularly occurring bills such as, but not limited to, Consumers Energy, The Pioneer Group, and Isabella Bank Credit Card.

June Marston moved to change Rolland Township bill-paying procedures and policy for the 2022 – 2023 fiscal year under the following guidelines.

1. All claims shall be approved by the Township Board prior to payment, except for the following:  
Repetitive invoices (i.e., Consumers Energy, Isabella Bank credit card, The Pioneer Group, etc.) and invoices where payment delay would incur a penalty.
2. These claims shall be post-audited at the next Board meeting.

Kathy Burdick seconded the motion.

Motion passed with no further discussion.

## **3. Grant Writing Work Session**

Rolland Township Board continued discussion on whether to move forward or not with a “Risk Reduction Grant” for video surveillance at the Millbrook/Rolland Fire Department. Further discussion or work on grant writing was tabled until the March meeting.

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### **Budget Hearing**

Motion to close regular meeting and enter the budget hearing for 2022 – 2023 was made by Kevin Mitchell.

Motion was seconded by Javan Quackenbush.

Motion passed without further discussion.

### **Budget Hearing**

Dan Shaw presented a draft budget proposal for fiscal year 2022 – 2023. Discussion centered on budget adjustments, additions, etc. with a focus on elections and parks and properties.

For calendar year 2022 only, a motion to pay the township clerk a \$500.00 stipend following the August 2022 primary election and to pay a \$500.00 stipend following the November 2022 general election, in addition to regular monthly salary, was made by Kathy Burdick.

Motion was seconded by Kevin Mitchell.

Motion passed unanimously with Marston abstaining.

A final budget for 2022 – 2023 will be presented to the Board for approval and adoption in March.

### **Close of Budget Hearing and Adjournment**

Motion to close the budget hearing and adjourn was made by Kevin Mitchell.

Motion was seconded by Javan Quackenbush.

Motion approved.

### **Adjournment**

Meeting was adjourned at by Dan Shaw. The next general meeting will be at 7:00 on March 8, 2022 at Millbrook/Rolland Fire Department.

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### **Items for March**

1. Adoption of budget for 2022 – 2023
2. Project updates: streetlights and ICRC discussion and planning
3. Estimates and expenditures for ADA compliance painting and posting of sign at the American Legion
4. Discussion on use of ARPA funds for township plan submission in April
5. Estimates and expenditures for Payden Park 2022
6. Risk Reduction Grant decision with work session as needed

Minutes submitted by: June W. Marston, Clerk