

**Hamilton Township Board Meeting Minutes****August 7, 2025 @ 6:30pm at Hamilton Township Hall, 3042 N. Rodgers, Harrison, MI**

Board Members Present: Mike Conway, Mike Iutzi, Gerald Tom Vaughn, Denise Goodenow, Andrea Wallace

Guest Count: 1 Residents: 12

**CALLED TO ORDER:** by Vaughn at 6:30pm, followed by an Invocation, the Pledge of Allegiance, and Roll Call.

**APPROVAL OF AGENDA:** Motion by Conway to approve the agenda, seconded by Iutzi; all in favor. **MC**

**APPROVAL OF JULY MINUTES:** Motion made by Conway to approve the July 10, 2025 minutes, seconded by Iutzi, all in favor. **MC**

**GUESTS:**

**Commissioner, David Hoeffling** reported the 2026 fiscal year budget for Clare County was approved. The budget is expended at 67.01% usually this time of year it is expended at 79.19%. At the Commissioners meeting they approved some contracts that they approve yearly.

**REPORTS:**

**TREASURER'S REPORT:** Read by Goodenow. Wallace moved to approve Treasurer's report, seconded by Iutzi; all in favor. **MC** Goodenow presented the board with figures for switching from .net to the cloud for BS&A; \$19,000-\$20,000 one-time setup fee then \$13,500 annually. Goodenow talked about moving some of the funds from the park account to the ICS account to earn more interest. **Motion made by Wallace to move \$30,000 from the park account to the ICS account, seconded by Iutzi; all in favor. MC**

**CLERK'S REPORT:** Invoices and bills to be paid were given to the board ahead of time. Goodenow moved to approve and pay the monthly bills for the rest of August and beginning of September including: Payroll, Keysor Builders, Consumers, Charter, Republic, VC3, Melissa Townsend \$30 for phone, Barry E Gaudette, CPA \$5,700 (Audit and F-65-Invoice #3875), BS&A Software \$118 (Cemetery Management System-Invoice #162147), Clare County Road Commission \$6,247.05 (stripe center line-Invoice #3082), Election Source \$749.03 (Envelopes, Bags-Order #ESCOM-21462), Election Source \$3,336.25 (Voter drop box-Quote# 1749), Michigan Chloride Sales, LLC \$14,949.38 (Brine-Invoice #0136386-IN), USPS 250 stamps for Nov Election \$267.50 (250 regular stamps = \$195 plus \$72.50 (250 additional ounce stamps) seconded by Conway; all in favor. **MC** Wallace reported that the Voter Drop Box insurance claim was approved and as soon as the check was received, a new box would be ordered. Gilboe's came and rekeyed both doors to the Clerk's office. Election Source came on July 21<sup>st</sup> to service equipment and exchange the tabulator for a new one. Wallace handed out the audit report from Barry Guadette; the auditor found the Township in good condition. Wallace presented the Board with the July Fire Reports (3 incidents in Hamilton Township). Wallace reported that she is still looking into accepting credit cards. Wallace handed out a 2026-2027 Fiscal Year Anticipated Expense report which included: park maintenance, August and November election, upgrade website to be ADA compliant, convert BS&A to the cloud, and a single audit. Wallace apologized that the website said zoning/blight: call the Supervisor. This has been corrected on the website: zoning is Melissa and blight is the supervisor. Wallace will be out of the office on Tuesday, September 9<sup>th</sup> and 16<sup>th</sup>.

**Assessor's Report, Tina Wright** absent

**Planning Commission, Chair Kelly Bennett** was absent.

**Zoning Administrator, Melissa Townsend** reported 3 STR and 3 zoning permits were issued.

**Parks, Amy Wright** reported that MLR submitted a 248-page bid packet to the State for approval. Wright also brought up the 5-Year Park Plan. Discussions were made. **Motion to add addendum to the agenda to set the date for a special meeting pertaining to the 5-Year Park Plan made by Wallace, seconded by Goodenow; all in favor. MC**

**Blight:** Vaughn reported 7 written complaints were turned in on 5 properties. 5 letters were sent out with 4 positive responses.

**OLD BUSINESS:**

**Policies Phase 3:** Wallace mentioned that phase 3 included pages 19-26, but only approve pages 19-24 today because pages 25-26 have to do with accepting credit card payments. **Motion by Wallace to approve Hamilton Township**

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**Policies Phase 3 (Financial Reports 3.12 Periodic Expenditure and Revenue Report to 3.29 Notice of Investment Policy) made by Wallace, seconded by Conway; all in favor. MC**

**NEW BUSINESS:**

**Update Bank Account Signers:** Motion to remove Charley Kozlow from the Huntington Bank Accounts and add Deanna Bailey to the Hunting Bank Accounts and Members Frist Credit Union bank accounts with full access to the accounts made by Wallace, seconded by Conway; all in favor. **MC**

**Blight Complaint Form:** Wallace reported that no motion was made from the prior board to use the blight complaint form. Therefore, one was presented and will be used for blight complaints. **Motion to approve the new Blight Complaint Form made by Iutzi, seconded by Conway; all in favor. MC**

**Elm Creek Mowing:** Motion to accept the Service Proposal from Elm Creek to include mowing the pavilion and roadside in the amount of \$85 per mow made by Conway, seconded by Iutzi; all in favor. **MC**

**Christmas Lights:** Vaughn reported that Walmart donated LED Christmas lights to the Township. Motion made by Iutzi to allow the LED Christmas lights to be hung on the Township building, seconded by Goodenow; all in favor. **MC**

**Treasurers Retreat October 1-2:** Motion made by Wallace to allow Goodenow to attend the Professional Development Retreat for the Treasurer in Frankenmuth put on by MTA (cost \$367 for the retreat and the Township will pay for one night hotel stay), seconded by Iutzi; all in favor. **MC**

**Addendum to Agenda: Special Meeting for 5-Year Park Plan:** Motion made by Iutzi to hold a special meeting on Tuesday, August 26<sup>th</sup> at 6:00p.m. to discuss the 5-year park plan, seconded by Conway; all in favor. **MC**

**PUBLIC COMMENT:** Began at 7:48pm. Comments were received from 1 person. Ended at 7:49pm.

**DATE REMINDERS:** Springwood Lakes Improvement Board Public Hearing at the Township on Saturday, August 9<sup>th</sup> at 10am, Scrap Tire Collection on September 13<sup>th</sup> at 9am

**ADJOURNED:** Conway made a motion to adjourn at 7:50pm, seconded by Iutzi; all in favor. **MC**