

Hamilton Township Board Meeting Minutes

July 10, 2025 @ 6:30pm at Hamilton Township Hall, 3042 N. Rodgers, Harrison, MI

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

Board Members Absent: Mike Iutzi

Guest Count: 4 Residents: 12

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

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

APPROVAL OF JUNE MINUTES: June meeting minutes submitted in advance. Wallace made a correction to the June meeting minutes: under Budget Amendments: Dept 101: Bank Service Chares (should read Charges). Conway moved to approve the June minutes with the correction, seconded by Wallace, all in favor. **MC**

GUESTS:

Clare County Road Commission: Hulliberger introduced Rogers and Fritz who work at the Clare County Road Commission.

Commissioner, David Hoefling reported \$7,000 was approved to transfer into the airport fund to hire an airport manager. There will be a budget hearing July 14th. In the budget will be \$30,000 for the Airport Manager. The budget is expended at 58.63%; usually this time of year it is expended at 70.84%. The State audit person gave an unmodified report; clean bill of health. The 6th District mutual aid agreement for emergency services was approved.

REPORTS:

TREASURER'S REPORT: Read by Goodenow. Wallace moved to approve Treasurer's report, seconded by Conway; all in favor. **MC** Goodenow attended the Treasurer's meeting. At the meeting BS&A Cloud was brought up. Eventually .net will be non-existent and everyone will have to move to the cloud. If 7 municipalities in Clare County sign up by the end of 2025 to move to the cloud, it would save the Township 20% of the cost. 50% of the cost is to be paid up front. Goodenow has a meeting with Andrew at BS&A to get figures. Goodenow reported her current deputy's last day will be July 31st and Deanna Bailey will be the new deputy starting August 1st.

CLERK'S REPORT: Invoices over \$100 read by Wallace. Goodenow moved to approve and pay the monthly bills for the rest of July and beginning of August including: Payroll, Keysor Builders, Consumers, Charter, Republic, VC3, Melissa Townsend \$30 for phone, Clare County Cleaver for zoning, USPS, Thomas Trombley Electrical Contracting, LLC, Elm Creek Lawn & Landscape, and KCI, seconded by Conway; all in favor. **MC** Wallace reported that the Voter Drop Box claim was submitted and is waiting to hear from the adjustor. Wallace presented the Board with the May and June Fire Reports (4 incidents in May and 5 in June). Wallace received an email from Tracy at the County with a link, username, and password to access the GIS maps. This information was shared with the Board. Wallace reported the Township received a check for the May Election and reimbursement for the laptop that was purchased through the security grant.

Assessor's Report, Tina Wright absent

Planning Commission, Chair Kelly Bennett reported they had a meeting July 9th and went over the Parks and Recreation Plan. The work was done in 2015, but never adopted. Bennett asked the Board to look it over so a public hearing could be set at the next meeting. Wallace will get an estimate of how much it will cost to mow the additional property for the park. A cemetery question was asked regarding paragraphs D and E about transferring plots into another person's name; Bennett explained those paragraphs. Bennett brought to the Board's attention a complaint that was made regarding the Planning Commission and the Zoning Administrator.

Zoning Administrator, Melissa Townsend reported permits are still low, STRs are going good. Townsend asked the Board to investigate accepting credit cards for zoning permits (Wallace will look into this). Townsend received a call from a landowner about a dog, Townsend is working with a landowner on a ZBA request, and Townsend mentioned that if someone has a concern or issue with her to put it on the agenda. Townsend reported 15.72 tons of tires were collected at the scrap tire collection in June.

Parks, Amy Wright reported the results of the playground choice was submitted, MLR took a soil sample and they are on track to submit a packet to the State by July 15th. Wright and Erskine submitted the T-Mobile grant and should know by the end of August if the Township is awarded the funds. Wright brought up that mowing around the pavilion needed to be done (Wallace will check with Iutzi and Elm Creek) and that mowing of the "park" area needed to be mowed (Wallace will check with Iutzi and Elm Creek).

Blight: Vaughn reported 4 new letters were sent out, working with 6 more people, and 5 more will be sent out next week. Kieth Rolph asked if the blight complaint form was being used. Vaughn responded with yes. Wallace was going to look at previous board minutes regarding approval of the blight complaint form.

OLD BUSINESS:

Policies Phase 2 &3: Motion by Conway to approve Hamilton Township Policies Phase 2 (Financial Administration 3.1 to 3.11 Fiduciary Bonds, seconded by Wallace; all in favor. **MC** Phase 3 was handed out for review.

Zoning Permit Fees: Vaughn gave an update about why the Township raised the fees (goes along with the master plan to maintain a rural community). Vaughn will be attending two seminars regarding maintaining a rural community. The zoning permit fees will be revisited next year.

Clerk's Office: Motion to have Gilboe's Lock & Safe, LLC change both locks in the Clerk's office (not to exceed \$600) made by Conway, seconded by Goodenow; all in favor. **MC**

NEW BUSINESS:

Clare County Road Commission Contracts: DeWayne Rogers from the Road Commission passed out a newsletter, discussed why townships were paying half of line striping the roads and discussed putting gravel down in Springwood Lake Subdivision. Motion by Conway to allow the Township to go forward with signing the contract from the Clare County Road Commission for line striping the roads in the amount of \$7,250 to be paid from the road millage funds, seconded by Wallace; all in favor. **MC** Motion by Goodenow to approve the Clare County Road Commission contract in the amount of \$9,468 (to be paid from the road millage funds) to put gravel down in Springwood Lake Subdivision, seconded by Conway; all in favor. **MC**

Fred Storage Trash Disposal: Storage wants rubbish removed from his tax bill. According to the Special Assessment any parcel with a building needs to have rubbish on it.

Reading of Financial Reports: Motion by Goodenow to have financial reports/bills available to the public, but not read at the board meetings with the opportunity to ask questions, seconded by Conway; all in favor. **MC**

Audit Contract: Motion by Goodenow to accept the engagement letter and contract for Barry Gaudette, CPA to conduct the annual audit of Hamilton Township in the amount of \$5,000 plus \$700 to prepare the F65 form with a change of audit date, seconded by Wallace; all in favor. **MC**

PUBLIC COMMENT: Began at 8:20pm. Comments were received from 3 people. Ended at 8:29pm.

DATE REMINDERS: Board of Review, Tuesday, July 22, 2025 at 5:00pm, Road Brine July 29, 2025, Scrap Tire September 13, 2025

ADJOURNED: Conway made a motion to adjourn at 8:29pm, seconded by Goodenow; all in favor. **MC**