

FOSTER TOWNSHIP REGULAR BOARD MEETING MINUTES
FEBRUARY 10, 2025
1968 CLEAR LAKE ROAD, WEST BRANCH, MI 48661

Supervisor Coleman called the meeting to order with the pledge to the flag at 6:00 p.m.

Present: Supervisor Dean Coleman, Treasurer Colleen VanGoethem, Clerk Nicole Cooper, Trustee Kathy Shirey, Trustee Bob Kaseman. Absent: None.

Minutes from the January 14, 2025 meeting were reviewed. Motion was made by Shirey to approve minutes as submitted. Seconded by Kaseman. Motion carried.

Treasurer's Report received and filed with the Clerk. Treasurer reported General Fund \$520,935.50, Fire Department \$142,947.00, CD \$75,117.79.

Motion was made by Cooper. Seconded by Kaseman. Ayes: Coleman, VanGoethem, Cooper, Shirey, Kaseman. Nays: None. Motion carried.

Public Comment

Board was notified ZBA approved the cell tower, notice will be in a newspaper for the Planning meeting on February 26th.

Assessor No report received.

Sexton

John reported zero burials. A tree is hanging but will be taken care of in the spring.

Blight Nothing to report.

Commissioners Report

The County Commissioner report was given by Craig Scott and filed with the Clerk.

Foster Township Fire Department

Fire Chief DuPage reported 3 medical runs, 1 mutual aid in Rose City (structure fire), 1 mutual aid in Mio (vehicle accident) and 1 mutual aid for EMS.

Fire Chief DuPage requested to use the remaining \$1,200.00 from Embridge Grant to purchase high pressure lines and fittings (Air PSD System).

Motion was made by Shirey. Seconded by Kaseman. Rollcall: Kaseman, Shirey, Coleman, VanGoethem, Cooper. Motion carried.

Well pump was repaired and now has cones around to provide a barrier. Supervisor advised we will not be pursuing reimbursement from the previous vendor.

6 Fire Department radios to not exceed \$4,710.00.

Motion was made by Coleman. Seconded by VanGoethem. Rollcall: Shirey-yes, Kaseman-yes, Coleman-yes, VanGoethem-yes, Cooper-yes. Motion carried.

Parks and Recreation Closed for the season.

Library Report received and filed with the Clerk.

Unfinished Business

Township attorney reviewed proposed Credit Card Policy.
Motion was made by Kaseman. Seconded by VanGoethem. Ayes: Coleman, VanGoethem, Cooper, Shirey, Kaseman. Nays: None. Motion carried.

Clerk presented budget adjustments.
Motion was made by Coleman. Seconded by VanGoethem. Rollcall:
Shirey=yes,Coleman=yes,Kaseman=yes, VanGoethem=yes, Cooper=yes. Motion carried.

Supervisor reported he attended EMS meeting and reported they purchased a new rig and having repairs to another.

Bills

Clerk stated bills were \$12,795.16.
Motion was made by Shirey. Seconded by VanGoethem. Rollcall:
VanGoethem=yes,Kaseman=yes,Shirey=yes,Coleman=yes,Cooper=yes.Motion carried.

Public Comment

Transfer station may need a vendor to pack snow if additional snow storms happen as they are running out of room to push the snow.

Clerk explained HAVA Grant asked the board to purchase election supplies if necessary as a reimbursement to not exceed \$1,000.00.
Motion was made by Shirey. Seconded by Kaseman. Ayes: Coleman, VanGoethem, Cooper, Shirey, Kaseman. Nays: None. Motion carried.

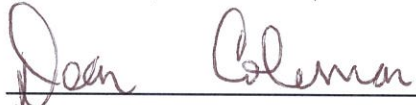
Clerk requested a Township laptop to not exceed \$400.00.
Motion was made by Coleman. Seconded by Shirey. Rollcall:
Shirey=yes, VanGoethem=yes, Kaseman=yes, Coleman=yes, Cooper=yes. Motion carried.

Township attorney suggested entering into closed session per MCL 15.268 subpart A subpart H. Rollcall: Coleman=yes, Kaseman=yes, VanGoethem=yes, Cooper=yes, Shirey=yes.

Supervisor Coleman adjourned the meeting at 6:55 p.m.



Nicole Cooper, Township Clerk



Approved by Supervisor, Dean Coleman

02/10/2025

ACCOUNT BALANCE REPORT FOR FOSTER TOWNSHIP
PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE 02/28/2025
Fund 101 - GENERAL OPERATING FUND		
Assets		
101-000-001.000	CASH-CHECKING	262,657.72
101-000-002.000	CASH-SAVINGS	249,180.64
101-000-002.003	EFT/UTILITIES CHECKING	9,097.14
		<hr/>
		520,935.50
TOTAL ASSETS		
Fund 206 - FIRE FUND		
Assets		
206-000-001.000	CASH-CHECKING	116,206.20
206-000-004.000	FIRE EQUIPMENT FUND CHECKING	26,740.80
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		142,947.00
TOTAL ASSETS		
101-000-003.002	CD-CEMETERY	14,045.94
101-000-003.010	CD-PARK	6,364.58
101-000-008.000	CASH - CERTIFICATE OF DEPOSIT CHEMICAL B	54,707.27
		<hr/>
		75,117.79

Foster Township Assessor Report-

January 2025/February 2025

- Balanced 2025 Assessment Roll with Equalization.
- Assessment Change Notices arriving in mail boxes approx. around 3rd week in February.
- Working on calculations for 2025 personal property assessments until due date of February 20th.

Allison Thompson

2/11/2025

WEST BRANCH DISTRICT LIBRARY

BOARD OF TRUSTEES MEETING

January 6, 2025

Present: S. Jennings, T. Barnhart, D. Beamish, K. Kripli, S. Smith, J. Headings, K. Michael, K. Shirey and director J. Sheridan. Absent: M. Durfee

Call to order made by president K. Michael followed by the pledge of allegiance.

Agenda: S. Jennings motioned to accept the agenda as presented, S. Smith supported, all in favor. Motion passed

Public Comment: None

Minutes: On file. T. Barnhart motioned to accept the minutes as presented, K. Michael supported, all in favor, motion passed.

Bills to pay: Review of mid and end of month bills, Motion to pay bills totaling \$ 11,813.75 made by S. Smith, supported by S. Jennings, all in favor, motion passed.

Financials: YTD reviewed, as of the end of November revenues and expenditures are on track. The property taxes are just now starting to come in. Budget adjustments made last month will be in the December reports which are still in the accountant's office.

Correspondence: None

Old Business: None

New Business: Discussion of the director's job description handed out to board for review- any additions or deletions need to be made prior to posting for the job next month. The personnel committee will meet this month to review wage packages. 2. Some issues with the cleaning service. Will give a written notice of warning that these issues need to be addressed. The supervisor is not overseeing adequately. 3. discussion on employee wage increase. S. Smith motioned to give Amy a well-deserved increase as per the director's recommendation. Supported by T. Barnhart, all in favor, motion passed.

Directors Report: the attendance of the programs was down, but that is expected with the holidays and closures. The Friends had a potluck appreciation luncheon which was well attended.

Next meeting is February 3 at 5:00 p.m.

Meeting adjourned by K Michaels at 6:00 p.m.

Kathy Shirey

secretary

January 22, 2025

WBDL Personnel committee meeting

Present: T. Barnhart, K. Michael, K. Shirey and J. Sheridan, director

The meeting was scheduled at the last board meeting to have the personnel committee review library director job duties, requirements for hiring and wage packages. At meeting start John informed the committee he is postponing his announced retirement, giving the committee and board some additional time to plan to post for the position. The committee did go over the job duties and requirements and updated the list. Wages packages were discussed but we will consider a firmer offer when we post the job position. John will make the changes and present them to the board at the next meeting.

Kathy Shirey

secretary

February 10, 2025

Commissioner Report



1. Approved plan for the Road Commissioners compensation, dropped health care and set salaries and per diems. Commissioners may purchase Health care at their own expense.
2. Tony DuBay, Transit Director, reviewed the 2026 Budget with the Commissioners. And a new bus has been introduced into service.
3. Resolutions to approve the Department of Health & Human Services reallocation of funds totaling \$2,114.00 to the Critical Needs Fund
4. Appointments were approved to the Economic Development Corporation and the Special Budget Advisory Committee
5. First quarter Budget adjustments were approved, which shows the General Budget is at 22 percent, a marked difference over previous years
6. Resolution approved for Hazardous Mitigation Planning Services; Mr. Mike Bowers will be organizing training this year.

Committee reports;

1. Parks and Recreation; Approved new contract with the RV park managers.
2. Airport; Discussion about expanding our farming acres.