

**TOWNSHIP OF SOMERSET
COUNTY OF HILLSDALE, MI
BOARD OF TRUSTEES REGULAR MEETING FOR April 17, 2025**

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1. **CALL TO ORDER-** The regular meeting of the Township of Somerset Board of Trustees was called to order by Supervisor Shaw on Thursday, April 17th, 2025 at 7:00PM in the Somerset Center Community Room, 12715 Chicago Rd, Somerset Center, MI 49282. Attendees recited the Pledge of Allegiance. There were 20 citizens in attendance.
2. **ROLL CALL OF BOARD MEMBERS**
 - a) Supervisor Tim Shaw - Present
 - b) Treasurer Jan O'Shaughnessey - Present
 - c) Trustee Steve Meckley - Present
 - d) Trustee David Pumfrey – Present
 - e) Clerk Sharon Uyttenhove - Absent
3. **ADDITIONS OR CORRECTIONS TO AGENDA-** Supervisor Shaw requested to add **Approve closed session minutes from March 20th, 2025 Regular Board Meeting** to the Consent Agenda, and add **Resolution 2025-4: Supervisor Review and Approval of Township Expenditures** to New Business. Hearing no other changes, Meckley moved to approve the agenda as amended. Second Pumfrey. Vote taken with Ayes: 4. Nays: 0. Absent: 1. Amended Agenda approved.
4. **SUPERVISORS COMMENTS-** Supervisor Shaw stated that attendees have 3 minutes to address the Board at the beginning and at the end of the meeting.
5. **PUBLIC COMMENT-** Opened at 7:05pm. Two (2) people came forward to speak. Public Comment closed at 7:13pm.
6. **REPORTS**
 - a) **Fire & Rescue-** Fire Chief Friess read the March 2025 Fire & Rescue Report. Fire and EMS calls for March were 95 calls, for a total of 312 for the year, which is an increase of 81 calls compared to last year. There were 81 Medical Emergencies, 12 Fires, and 2 Vehicle Accidents. Fuel consumption was 278.9 gal of Diesel and 143.5 gal of gas. March Charges: \$32,842.30. March Credits: \$51,334.18. (See Attachments #1 & #2)
 - b) **Treasurer-** Treasurer O'Shaughnessey gave the March 31, 2025 Treasurer's Report. All Fund Balance was \$1,676,161.26. O'Shaughnessey said the Bank of America CD matured April 11, 2025 and current rates offered through JP Morgan Chase are 4.0% for a 36-month term. Following discussion, Shaw moved to authorize the Treasurer to commit to a 12-month policy at the best rate possible. Second Meckley. Roll Call Vote taken with Ayes: O'Shaughnessey, Meckley, Pumfrey, and Shaw. Nays: None. Absent: Uyttenhove. Motion carried. (See Attachments #3 & #4)
 - c) **Police-** Police Chief Gessner gave the Police Report for the month of March 2025. There were 551.5 Hours Worked, 3598 Miles Patrolled, 5 Citations issued, 4 Vehicle Crashes, 12 Assists to STFD and 140 Incident Reports. Gas consumption was 357.1 gallons. (See Attachment #5)
 - d) **Parks & Recreation-** Chair Monahan read the Parks and Rec. Committee Report the April 7, 2025 meeting. Monahan provided updates on ball field maintenance and concession stand improvements. Cochair Kulczycki also stated that McCourtie Park received a Spruce Award in recognition of beautification projects through the Irish Hills Regional Chamber of Commerce. There was a total of 102 Volunteer hours in March. (See Attachment #6)

- e) **Jerome Community Building-** Chair Smith-Post read the JCB Report from the April 10, 2025 meeting. After expenses were turned in, the April 12th fundraiser made \$1,127.00. There were approximately 58 volunteer hours. (See Attachment #7)
- f) **Supervisors Report-** Supervisor Shaw said he's been getting many calls about the roads, and also met with the Lake Somerset Property Owners Associations about having a special assessment completed.
- g) **Assessors Report-** Supervisor Shaw read the April 2025 Assessor's Report. Attached to this report is the Assessment Roll Certification that will be given to the Hillsdale County Board of Commissioners and a graph showing the value(s) of each Township and City within Hillsdale County for the 2025 year. (See Attachments #8 & #9)
- h) **Zoning Administrator-** Zoning Administrator Weidner read the March 15, 2025 through April 11, 2025 Zoning Report. There were 5 Zoning Compliance Permit Requests, 6 Site Inspections, and 41 contacts with phone, emails, walk-ins and letters. (See Attachment #10)
- i) **County Commissioner-** Commissioner Leininger updated the Board on the Assessment Roll Certification and the upcoming dam repair project on Lake Somerset.
- j) **Hillsdale County Road Commission-** Road Commissioner Kline updated the Board on the many road repairs and maintenance taking place due to the recent storms.
- k) **Planning Commission-** Chair Carolan updated the Board on the latest Zoning Ordinances that will be submitted for approval later in the meeting. Carolan also gave updates on the Planning Commission's status for upcoming renewable energy ordinances, and welcomed new member Dale Hinkelman to the Planning Commission.
- l) **Revenue and Expenditures-** Deputy Clerk Vozenilek reviewed the Revenue and Expenditures Report for the period ending March 31, 2025. (See Attachment #11)

7. FINANCES

- a) **February Bills and Payroll through April 12, 2025 as prepared by Deputy Clerk Vozenilek-** Deputy Clerk Vozenilek reviewed the March 2025 Accounts Payables and Payroll. O'Shaughnessey moved to approve Accounts Payables of \$68,052.23 and Payroll of \$78,589.84 for a total of \$146,642.07. Second Pumfrey. Roll call Vote was taken with Ayes: Meckley, Pumfrey, O'Shaughnessey, and Shaw. Nays: None. Absent: Uyttenhove. Motion carried. (See Attachments #12, #13 & #14)

8. CONSENT AGENDA- Trustee Meckley moved to approve the Consent Agenda as amended. Second O'Shaughnessey. Vote taken. Ayes: 4. Nays: 0. Absent 1. Motion carried. Amended Consent Agenda approved.

- a) Approve minutes from March 20th, 2025 Regular Board Meeting
- b) Approve closed session minutes from March 20th, 2025 Regular Board Meeting

9. UNFINISHED BUSINESS

- a) **Invoice Cloud Early Termination Agreement-** Treasurer O'Shaughnessey updated the status on the Invoice Cloud contract and the current negotiations to cancel for a cost of \$10,000. Following discussion, Meckley moved to table the item until more information can be presented. Second Pumfrey. Vote taken with Ayes: 4. Nays: 0. Absent: 1. Motion carried. (See Attachment #15)
- b) **FOIA Procedure-** No new information at this time.
- c) **Solar Energy Project-** No new information at this time.
- d) **Quarterly Pay for Fire Department-** Supervisor Shaw said this item will be put on hold until the Fire Chief Evaluation can be completed.
- e) **Fire Chief Evaluation-** Per section MCL 15.268 of the Open Meetings Act, Chief Friess requested the Board to into a closed session. Shaw moved for the Board to go into closed session. Second by Meckley. Vote taken with Ayes: 4. Nays: None. Absent: 1. Motion carried.
Closed session started at 8:04pm.
Concluding the discussion, Shaw moved for the Board to come out of the closed session. Second Pumfrey. Vote taken with Ayes: 4. Nays: None. Absent: 1. Motion carried.
Closed session ended at 8:40pm.

Meckley moved to accept the disciplinary action for Fire Chief Friess as discussed in closed session. Second Pumfrey. Vote taken with Ayes: 4. Nays: None. Absent: 1. Motion carried.

10. NEW BUSINESS

- a) **Employee Handbook Update-Resolution 2025-5: Earned Sick Time Act-** Following discussion, Meckley moved to adopt Resolution 2025-5. Second O'Shaughnessey. Roll Call Vote taken with Ayes: Meckley, Pumfrey, O'Shaughnessey, and Shaw. Nays: None. Absent: Uyttenhove. Motion carried. (See Attachment #16)
- b) **Purchase Request McCourtie Park Bleachers-** Chair Monahan reviewed the proposed bleachers purchase for the newly completed baseball field. Following discussion, O'Shaughnessey moved to approve the purchase of a new set of bleachers from Kay Park Recreation at a cost of \$3,285.00. Second Meckley. Roll Call Vote taken with Ayes: O'Shaughnessey, Meckley, Pumfrey, and Shaw. Nays: None. Absent: Uyttenhove. Motion carried. (See Attachment #17)
- c) **Proposed Planning Commission Zoning Ordinances-** Chair Carolan reviewed the latest Zoning Ordinances as proposed by the Planning Commission. Shaw moved to accept the Zoning Ordinances as presented and authorize the Planning Commission to send it to the Hillsdale County Planning Commissioner for approval. Second Meckley. Roll Call Vote taken with Ayes: Pumfrey, O'Shaughnessey, Meckley and Shaw. Nays: None. Absent: Uyttenhove. Motion carried. (See Attachment #18)

- d) **Resolution 2025-4: Supervisor Review and Approval of Township Expenditures-** Supervisor Shaw reviewed Resolution 2025-4. O'Shaughnessey moved to approve Resolution 2025-4. Second Pumfrey. Roll Call Vote taken with Ayes: O'Shaughnessey, Meckley, Pumfrey, and Shaw. Nays: None. Absent: Uyttenhove. Motion carried. (See Attachment #19).

11. **PUBLIC COMMENT-** Opened at 8:56pm. Two people came forward to speak. Public Comment closed at 9:02pm.

12. **BOARD COMMENT-** Supervisor Shaw commented on the necessity for the Township to have full Board packets ready and posted for the public to review before the meeting.

13. **ANNOUNCEMENTS-**

- a) Next Regular Board Meeting will be Thursday, May 15, 2025 at 7:00pm at the Somerset Center Community Room: 12715 East Chicago Road, Somerset Center MI, 49282
- b) McCourtie Park Earth Day Celebration Saturday, April 26th, 2025: Guided nature walk 10am-11am, event activities 11am-2pm.
- c) Township Clean-up Saturday May 3, 2025 from 8am-12pm in the Somerset Center parking lot.

Hearing no further business, Supervisor Shaw adjourned the April 17th, 2025 Board Meeting at 9:08pm.

Respectfully submitted by Shaina Kulczycki, Somerset Township Coordinator.