



Regular Meeting Minutes ~ Dec. 8th, 2021

Call to Order

Pledge of Allegiance

Roll Call

- Roll Call was taken with Jess McClaughry, Dave Lawrence, Rachel Mackson, Gail Garrity, and Laura List in attendance. There were sixteen visitors.

Agenda

- Motion made by Gail Garrity, seconded by Dave Lawrence, to approve the agenda as presented.
 - ✓ Motion carried – approved by all Board Members.

Minutes

- Motion made by Gail Garrity, seconded by Jess McClaughry, to approve the minutes as presented.
 - ✓ Motion carried – approved by all Board Members

Treasurer's Statement of Accounts and Clerk's Comparative Balance Sheet

- To view, please see below.
- Motion made by Jess McClaughry, seconded by Rachel Mackson, to approve the Statement of Accounts.
 - ✓ Motion carried – approved by all Board Members

Community Services:

- Harrison District Library – Nancy House
 - Library doing very well compared to last year.
 - Upcoming events include:
 - Jan. 12th, 1-3 ~ Adult Craft mini spool necklace
 - Jan. 19th, 1-2 ~ Irish Immigrants in Michigan (at Pere Marquette Library in Clare)
 - Go to Library Facebook page for more information ~ [Harrison District Library | Facebook](#).
- Neighborhood Watch – Dave Lawrence
 - Still no dates for the next meeting but will probably resume in Jan.
- Tina Braman - Assessor
 - Recovering from Covid.
 - More people not allowing her on the property or by appointment only.
 - Board of Review will be held on Dec. 14th, 1-3 in the Township Hall.
 - For more info ~ [DBOR 2021 Notice info \(greenwoodtownship.org\)](#).

Public Comment #1:

- No Comments

Unfinished Business:

- Christmas Party
 - Please bring a dish to pass.
 - We are encouraging donations to the Baby Pantry.
 - Showcasing the artwork of Lynn LeFever ~ [\(3\) Art by Lynn LeFever | Facebook](#).

- Meeting Compensation
 - Continuing the discussion of meeting compensation, Jess notes Trustees should have been paid for workshops and budget meetings.
 - Per Dave, this is an outdated policy that should have been replaced when the township began salaries for Trustees rather than a per diem.
 - Since there are contradictory policies in the book of policies, this will be tabled for further research and review.
- Bill Payment – Funds Administrations
 - Jess, Rachel, and Dave met with the accountant Mike Cool (per request of Dave) to discuss which official should keep the township checkbooks and issue the initial warrant checks. Mike recommended that the clerk be the one to keep all fund checkbooks, except for the tax account, and issue the warrant checks for all funds, except the tax account.
 - Dave still felt that he should keep the checkbooks for the Rubbish, Road, and Lily Lake funds as it has been done in the past, for checks and balances.
 - Per Rachel, issuing the initial warrant checks is a statutory duty of the clerk.
 - Laura List said she did not have enough knowledge to vote.
 - Motion made by Jess McClaughry, seconded by Gail Garrity, that Dave gives checkbooks to Rachel so she can begin issuing the warrant checks.
 - ✓ Motion carried
 - Ayes – Jess McClaughry, Rachel Mackson, and Gail Garrity
 - Nays – Dave Lawrence
 - Abstain – Laura List
 - To clarify the various policies that have been created over the years and to avoid confusion, Rachel has been working on a comprehensive Financial Policy for the township.
 - A binder of the policy was given to all board members to review.
 - The discussion will be at the next meeting with the hope of receiving thoughtful and constructive feedback from all.

New Business:

- Meeting alternatives due to weather
 - Began discussion of what to do if cancellation for inclement weather is necessary. Jess suggested that we meet on the Monday following the meeting.
 - Our township hall can also be used for phone charging, medicine storage, and more but we need to work on a plan and way to communicate information.
- Buy Local
 - Rachel is setting up an account with First Choice Office Supplies in Clare in place of the Staples account.
 - She has also designed business cards with Barb Warner and Lynn LeFever, local artists/crafters.
 - Contact Rachel if you would like to work on business cards ~ This service is intended for ‘cottage’ artists/crafters who work out of their homes, making handmade products.
- Audit
 - We received a quote from the auditing firm Weinlander and Fitzhugh based in Clare, MI.
 - The presentation is in the binder given to all board members.
 - The firm is endorsed by Tracey Connelly, city manager & clerk for the City of Harrison.
 - Jess took the time to call the references.
 - He spoke with Kim Sweet from Mills Township which is a smaller township like Greenwood.
 - They had been with their prior auditor for over 20 years.
 - The service has been excellent.
 - Rachel noted that the quote was all-inclusive and that the price was reasonable.
- Road Projects and repair work completed this year.
 - Several residents had asked for a list of road repairs this year, but the road commission does not keep track of the projects since they are mostly done as needed.

Public Comment #2:

- Bryan Fliegel
 - Purchase Chamber Bucks while supplies last.
 - Purchase half-price gift certificates to spend at local chamber businesses by March 31, 2022.
 - See chamber website for more info ~ [Shop Small | Harrison Chamber](#), they sell out early.
 - Funds come from a grant from Consumer Power.
 - Monthly business after hours at the Moose Lodge – Dec 16th 4-7
 - Accepting donations for socks for seniors this month.

Board Member Comments


- Dave
 - Asked if anyone knew where to find info for the map for the Christmas lights.
- Rachel
 - Spoke with ISP Management
 - They are looking over places for an internet tower in Greenwood Township.
 - Election Source performed a maintenance check on the tabulator, the Voter Assistance Terminal, and printer.
 - Cover broken in places, so they will order a new one (\$20-\$50 approximate cost) and will install in January.
- Jess
 - Thanked Laura for setting up the Christmas tree.
 - Working with Jerry Becker to get the Emergency Shelter policy for the township hall and ways to publicize in case of emergency.
- Gail
 - Will check on the tree lighting map and post it to the website once she has the information.

Township Disbursements

- Approval of Invoices and Bills
 - Motion made by Jess McClaughry, seconded by Gail Garrity, to approve invoices and payment of the bills listed below.
 - ✓ Motion carried – approved by all Board members.

Adjourn

- Motion made by Jess McClaughry, seconded by Gail Garrity to adjourn the meeting.
 - ✓ Motion carried – approved by all Board members.
- Meeting adjourned at 7:56 PM.



~ Greenwood Township Clerk

GREENWOOD TOWNSHIP

DAVID A. LAWRENCE TREASURER

TREASURERS STATEMENT OF ACCOUNTS as of November 30, 2021

TOWNSHIP GENERAL FUND-

HUNTINGTON BANK-CHECKING #2431

	OPENING BALANCE	\$	122,769.15
Deposits & interest for November 2021		\$	19,375.02
Disbursements for November 2021			<u>(\$26,279.19)</u>
	CLOSING BALANCE	\$	115,864.98
Covid/Fiscal Reoccovery Fund		\$	<u>(54,584.50)</u>
	AVAILABLE BALANCE less COVID \$	\$	61,280.48

TOWNSHIP C. D. S

HUNTINGTON BANK- Mature 06-22,10-21,1-22			\$102,897.97
ISABELLA BANK- Mature 03-31-22			<u>\$55,497.91</u>
	CD TOTAL		\$158,395.88

GENERAL FUND TOTAL CLOSING BALANCE \$ **274,260.86**

TOWNSHIP ROAD FUND-

HUNTINGTON BANK-MONEY MARKET #5620

	OPENING BALANCE		\$55,973.59
Deposits & interest for November 2021		\$	0.46
Disbursements for November 2021			<u>\$0.00</u>
	CLOSING BALANCE		\$55,974.05

HUNTINGTON BANK-MONEY FUND #4477

	OPENING BALANCE		\$155,401.62
Deposits & interest for November 2021			\$1.27
Disbursements for November 2021			<u>\$0.00</u>
	CLOSING BALANCE		\$155,402.89

ROAD FUND TOTAL CLOSING BALANCE \$ **211,376.94**

LILY LAKE ASSESSMENT ACCOUNT-

HUNTINGTON BANK-CHECKING #5769

	OPENING BALANCE		\$13,243.78
Deposits & interest for November 2021			\$0.11
Disbursements for November 2021			<u>(\$228.00)</u>
	CLOSING BALANCE		\$13,015.89

RUBBISH ACCOUNT-

HUNTINGTON BANK-CHECKING #5772

	OPENING BALANCE		\$57,968.65
Deposits & interest for November 2021		\$	0.47
Disbursements for November 2021			<u>\$0.00</u>
	CLOSING BALANCE		\$57,969.12

Comparative Balance Sheet - 11.30.21

General Fund

Assets

		FY-2020	FY-2021
Asset Type	Description	Prior Year	Current Year
Current Assets	Cash	42,922	117,202
Current Assets	HB CDs	102,871	103,165
Current Assets	Isabella CD	54,601	55,098
Total Assets		200,394	275,465

Liabilities

		FY-2020	FY-2021
Liability Type	Description	Prior Year	Current Year
Current Liabilities	Outstanding Checks	0	1,169
Fund Balance		179,403	198,600
Reserved Funds	ARPA Funds	0	54,705
Reserved Funds	Metro Funds	20,991	20,991
Total Liabilities & Stockholder Equity		200,394	275,465

Road Fund

Assets

		FY-2020	FY-2021
Asset Type	Description	Prior Year	Current Year
Current Assets	Cash	162,289	55,974
Current Assets	HB 4477	155,361	155,403
Current Assets	Metro Funds	20,991	20,991
Total Assets		338,640	232,368

Liabilities

		FY-2020	FY-2021
Liability Type	Description	Prior Year	Current Year
Current Liabilities	Outstanding Checks	0	0
Fund Balance		338,640	232,368
Total Liabilities & Stockholder Equity		338,640	232,368

Comparative Balance Sheet - 11.30.21

Lily Lake

Assets

		FY-2020	FY-2021
Asset Type	Description	Prior Year	Current Year
Current Assets	Cash	9,121	13,015
Total Assets		9,121	13,015

Liabilities

		FY-2020	FY-2021
Liability Type	Description	Prior Year	Current Year
Current Liabilities	Outstanding Checks	0	5,000
Fund Balance		9,121	8,015
Total Liabilities & Stockholder Equity		9,121	13,015

Rubbish Fund

Assets

		FY-2020	FY-2021
Asset Type	Description	Prior Year	Current Year
Current Assets	Cash	48,714	57,969
Total Assets		48,714	57,969

Liabilities

		FY-2020	FY-2021
Liability Type	Description	Prior Year	Current Year
Current Liabilities	Outstanding Checks	0	27,617
Fund Balance		47,714	30,352
Total Liabilities & Stockholder Equity		47,714	57,969

**General Fund
Bills Paid
As of December 8, 2021**

			Accrual Basis	
000-001 · HB 2431 Checking	Date	Num	Name	Amount
	11/11/2021	ACH	Microsoft - Sales Tax Refund	6.00
	11/15/2021	ACH	HP Instant Ink	-26.49
	11/22/2021	ACH	First Choice	-138.82
	11/02/2021	ACH	Intuit Payroll	-16.00
	12/02/2021	ACH	Intuit Payroll	-34.00
	11/22/2021	ACH	Intuit	-349.99
	12/01/2021	ACH	Amazon	-215.00
	12/04/2021	2054	David A Lawrence {Regular}	-897.03
	12/04/2021	2055	Gail Garrity {Regular}	-298.46
	12/04/2021	2056	Jesse J McClaughry {Regular}	-741.91
	12/04/2021	2057	Laura List {Regular}	-298.45
	12/04/2021	2058	Lesa Boshears	-73.88
	12/04/2021	2059	Rachel Mackson {Regular}	-899.71
	12/04/2021	2060	Tina M Braman	-1,005.11
	12/08/2021	2061	Arthur Ferrett	-620.00
	12/08/2021	2062	AT&T	-86.85
	12/08/2021	2063	Cons Energy Co	-120.83
	12/08/2021	2064	Cons Energy Co	-120.40
	12/08/2021	2065	ISP MGT	-148.29
	12/08/2021	2066	City of Harrison	-506.68
	12/08/2021	2067	Harrison Lumber	-174.93
	12/08/2021	2068	Gleaners Life Insurance Society	-4,183.86
	12/08/2021	2069	Municipal Retirement	-200.00
	12/08/2021	2070	Randy Gorski	-23.08
	12/08/2021	2071	Clare County Equalization	-828.04
Total 000-001 · HB 2431 Checking				-12,001.81

NONE

Road Fund

NONE

Lily Lake Fund

NONE

Rubbish Fund