

DRAFT

HAMLIN TOWNSHIP - BOARD OF TRUSTEES

February 13, 2024 – 6:00 pm
Agenda

GREENSLAIT

PTASZENSKI

GENTER

GURZYNSKI

COOK

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Agenda**
- 5. Mason County Sherriff Department: Sherriff Cole**
- 6. 2nd Ward City Of Ludington Council Member: Kathy Winczewski**
- 7. Comments From Floor – Agenda related comments**
 - a. Limited to five (5) minutes per person
 - b. Please state your name and address for the record
- 8. Approval of the Meeting Minutes:**
 - a. January 16, 2025
 - b. January 27, 2025 (Special Meeting)
 - c. January 31, 2025 (Special Meeting)
- 9. Treasurer Report through January 31, 2025**
- 10. Clerk Report through January 31, 2025**
- 11. Committee Reports:**
 - a. Mason County Commissioner: Mr. Jordan (Jody) Hartley District 3 County Commissioner
 - b. Township Assessor – Derek Eason
 - c. Fire Department – Chief Vandervest/Assistant Chief Johnson
 - d. Zoning – Zak Iverson
 - e. Planning Commission - Johnaine Gurzynski
 - f. Zoning Board of Appeals
- 12. New Business:**
 - a. Election Audit – Feb. 12 at 8:30 am
 - b. 2025-2026 meeting schedule for the Hamlin Township Board of Trustees
 - c. 2025-2026 Budget worksession –
 - i. Monday, February 17 at 3:00 pm
 - ii. Monday, March 3 at TBD
 - iii. Thursday, March 27 at 4:30 pm - Settlement Date
 - d. Notary
 - e. Transfer Station-approve 2025-2026 recycle tags
 - f. Petition to “Vacate Portions of a Paper Street” - approve updated form

- g. Hall Rental Agreement – Review & approve updated form
- h. Bank Accounts – Authorized Signors
- i. ARPA Obligation/Reporting – must submit report by April 30
- j. Household Hazardous Waste
- k. MTA books for board & committee members
- l. Hamlin Lake Fireworks 2025

13. Unfinished Business:

- a. Forensic Audit – Bids for approval in March meeting
- b. New Township Website – Bids for approval in March meeting
- c. Year End Audit
- d. Board Appointments:
 - i. Planning Commission
 - 1. 4 seats plus Ex-officio
 - ii. Zoning Board of Appeals
 - 1. Board of Trustee and one joint Planning Commission member seat

14. Township Hall/Grounds:

15. Roads:

16. Announcements:

- a. Meeting Posting-Colored paper on message board by office door.
- b. Board of Review
 - i. Training in Golden Township on February 11.
 - ii. March 4 at 11:00 (Organizational Meeting)
 - iii. March 11, March 13, July 22 and Dec. 9
- c. Planning Commission – March 10 at 6:00 pm
- d. Ludington Area School District-Collection of Summer Taxes
 - i. Signed agreement for collection of 2025 summer school taxes
 - ii. Revenue of \$12,960.00 in 2024
- e. Mason County District Library-Tech Day – Feb. 11, 2025
- f. Western Mason County Fire District Authority – 2025 Mtg. schedule
 - i. April 15, June 17, Aug. 19, Oct. 21, Dec. 16
- g. Mason County Board of Commissioners Meeting at Mason County Airport
 - i. March 11, April 15, May 13, June 10, July 8, Aug 12, Sept. 9, Oct. 14, Nov. 12, Dec. 9
 - ii. Work Sessions-May 27, July 29, Sept. 30
- h. See Website for additional details: <https://www.masoncounty.net/county-board/board-meeting-dates.html>

17. Correspondence:

- a. PACES- inquiring if Hamlin Township has a battery energy storage system (BESS) ordinance
- b. Mason County Board of Commissioners
 - i. Community Development Block Grant and CHILL program

18. EGLE Permits:

- a. John Larson - Place approximately 40.3 cubic yards of riprap across 181 linear feet of shoreline at 5769 N Autumn Ridge, Ludington, Michigan. Riprap shall be placed at a 1 on 3 slope, shall

not exceed 18-inches in diameter, and shall not extend more than 6-feet lakeward of the ordinary high-water mark of Hamlin Lake. Place a 4-foot-wide stone stairway to the lake. As a best management practice, maintain a no mow area along a 6-foot-wide by 70-foot area at the northern end of the property.

- b. Nancy Stimac-Remove extension of a dock parallel with the shore and restore the lake to its original condition. Submit permit application for a permanently placed boat hoist after the dock extension is removed.

19. Transfer Station:

- a. Began October 1, 2024 through April 30, 2025 – Monday, Wed. and Saturday – 9 a.m. to 5 p.m.
- b. Garbage Bags - \$7.00 for 13-gal. purple bags or \$13.00 for 30-green bags (Township Office)
- \$8.00 for 13-gal. purple bags or \$14.00 for 30-green bags (Hamlin Grocery)

20. FOIA - Freedom Of Information Act Inquires:

- a. C. Tanner – Clerk resolution. Emailed
- b. R. Sarto –Meeting minutes for last 3 years, township financial statements for last 3 years, Income statement, balance sheet, complete general ledger for 2024-2025, grants requested/received for last 3 years, township emails request for last 3 years, policy changes for last 3 years, current employee handbook and board duties & responsibility, last 3 years of audit reports from 3rd party auditor, list of hard assets purchased in the last 3 years, last 3 year budgets and current year budget. Emailed
- c. J. Loney – Explanation of penalty for cashing in CD early, meeting minutes confirming Treetops was approved as wedding venue, 2024 township board salaries & all money paid to board members. Emailed
- d. T. Brogren- Transcript of meeting minutes for 1/16/2025. Picked up
- e. T. Brogren - Meeting minutes for 1/16/2025. Picked up
- f. K. Anderson – Legal fee budget & actual spend for last 3 fiscal years. Mailed
- g. D. Strong - Mileage paid to elected officials, ACH and Credit card policy/resolution, list of financial reports the treasure and clerk produce for board on a monthly basis, penalty fees paid for cashing in CD's early, process used by the clerk/treasure to balance each month, confirmation the clerk/treasure actually balance the books each month, monthly treasurer report that is provided to the board is each board meeting
- h. J. Loney – copy of 12 letters mailed to business' for forgiveness of operating without special land use permit, meeting minutes on board approval of letters- Emailed
- i. Nancy Pollak – requested STR survey summary and associated meeting minutes. Emailed

21. Comments From Floor - limited to five (5) minutes per person please

- a. Please state your name and address for the record

22. Adjourn