

**Fredonia Township Board Regular Meeting  
June 19, 2023 6:30 PM  
Fredonia Township Hall  
8803 17 Mile Rd, Marshall, MI 49068**

**MINUTES**

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**BOARD MEMBERS** present:  Doug Damon, Supervisor  Cathy Combs, Clerk  JC Skowron, Treasurer  Kyler Speaker, Trustee  Terry Day, Trustee

**STAFF** present:  Phil Damon, Fire Chief  Jacob Washburn, Deputy Supervisor/FD Training Officer  Dan Livingston Sr., Calhoun County Planning Commission  George Crandall, Twp. Planning Committee  Terry Travis, Code Enforcement Officer

**PLEDGE OF ALLIGENCE:**

**Guests:** None

**AGENDA – Additions/Deletions:** None

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**PUBLIC COMMENTS FOR ITEMS ON THE AGENDA:** Diane Thompson announced that Fire Keepers would be sending out money soon to all the townships.

**CORRESPONDENCE:** Anonymous letter regarding cemetery trash bins and advising that the cemetery looks nice. Cathy reviewed outstanding check payable to the auditor.

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**MINUTES FROM PREVIOUS MONTH:** May 15, 2023 and June 5, 2023

Terry made a motion and JC supported to approve the May 15, 2023 and June 5, 2023 minutes as printed. Motion carried unanimously.

**APPROVED AS READ**

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**FINANCIAL REPORT-**

JC provided Revenue and Expenditure report with % of budget used as of 5/30/23 and discussed that the board review the line items that are close to exceeding the budget. The state shared revenue under \$39,000 is there another distribution – yes. Fredonia has already received funds towards payment from Eckford. Review % over budget and will review further.

**FILE FOR AUDIT**

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**READING OF THE BILLS** by Cathy Combs

Bill listing presented and reviewed by board as of 5/25/23 totaling \$81,857.12. There are a few large ticket items such as tires for fire truck; down payment for asphalt from ARPA money, Lyon Lake has weed and algae treatment. IF there is no date, payment has not been issued yet. Terry made a motion and Kyler supported to accept bill listing as presented. Motion carried unanimously.

**APPROVED AS READ**

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**REPORTS:**

**Fire Department:** Phil reported 4 fire and 8 medical calls for the month of May 2023. Training included continuing education for spinal injuries, SCBA fit testing and drafting of water with Engine 8 and Squad 8. MFR class is 300 hours and 15 credit hours every three hours. Phil explained they are now using EPI injections because they can exchange them with the ambulance instead of EPI pens. EPI injection training is provided. Golf outing is next weekend and is maxed out at 28 teams with least number of volunteers. Redoing mutual aid contracts with other depts.

**Ambulance:** Ambulance had 56 less calls from previous month. Calls assisting Life Care were also down. Ambulance personnel will be getting a raise beginning 7/1/23.

**Cemetery:** Sexton Cathy explained she is working on burial of dog ashes with someone's ashes which she researched and is against the law. No longer selling plots in section 5 until we can match the board with the ground. Some rows are 8 ½ feet long and some 10 ft which may prevent a foundation from fitting in to hold a headstone. Township Supervisor suggested we wait until we cross that situation as fifty percent of people are now being cremated. Transfers: Should be in will as to what her wishes were for that plot as technically it is considered real estate. Lyon Lake has garbage cans that mostly beer cans, diapers and air fresheners. The garbage cans have been removed.

**Roads:** The road committee will meet on August 1, 2023. The road commission is on track for this year's project and deberming maintenance of 15 ½ to 13 ½ mile.

**Zoning/Ordinance:** None

**Code Enforcement:** Sent letter to property owner on Lyon Lake and also a letter for 16 Mile Road (gate is closed but someone is mowing the lawn). Terry reported working on a couple of complaints within the township.

**Planning Commission:** The next meeting will be on August 14, 2023.

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**OLD BUSINESS:**

**\*ARPA Funds:** Board discussed the following:

Parking Lot: The parking lot will be completed this month.

Flooring Kitchen and Hall: Tabled

Doors/Handicap button: Doors Unlimited provided an estimate to install windows in existing double doors and repair bottom of the doors \$1875; Estimate provided to install a handicap post and 2 buttons on the east side of the building in the amount of \$7,766. Terry made a motion and JC supported to accept the bids as presented. Motion carried unanimously. Additional \$3,900 to provide handicap entrance for front office entrance. Terry made a motion for closet doors and front door handicap accessibility, JC supported. Motion carried.

Chairs: Tabled

Technology refresh: Kyler has reviewed recommendations, mentioned ongoing subscription costs and supports recommendations from Carl

Fire Substation #2: the insurance company found roof damage due to hail. Still questionable whether it will be covered under hail or normal wear and tear. Estimated cost is \$16,000. Cathy will reach out to claim adjuster.

**NEW BUSINESS:**

**\*1% Admin Fee:** Discussion held on 1% admin fee and it was determined that it needs to be a board vote. JC suggested we continue to do it. Doug printed from MTA that a date needs to be in the resolution either open ended or provide ending date. JC read resolution as open ended or until a time that we do not need it. Cathy supported. Terry mentioned back in covid during a phone call he asked what 1% was to pay for assessor's wages and for one year and would be renewed annually. The budget shows \$82K plus in that account, so he questioning whether funds have been taken as intended do we not charge tax payers for it this year. Kyler

supported what Terry said. What are we giving up by reviewing the differences between the amounts. This is for 23-24 budget year. Permits are going down. Hall is not be rented as much as it was. We are not getting state revenue in a timely fashion. How can we cut costs? Took a break to collect numbers. \$43,000 is a combination of three different checks. The current balance is 2 ½ times from last year so something has not been allocated correctly. Look in February and March. Cathy couldn't find any duplication of journal entries. JC mentioned that not all expenses are annual and it can fluctuate high one year and low another year. Cathy resolved to impose the property tax Administration Fee of 1% ongoing, Cathy amended the motion to be for one year and Terry supported. Roll call vote: Kyler-Yes; Cathy-Yes; JC-Yes; Terry-Yes and Doug-Yes; Resolution carried unanimously.

**\*Janitorial Posting** – last janitor went out on medical leave and is not able to return, we have an interim janitor who has been helping with projects but we still need to hire a janitor who works during regular office business hours.

**\*Township Email Admin** – Jacob is super admin, no password, he was appointed that position when staff structure changed. Cathy moved to appoint Kyler to take over this responsibility. Terry supported. Motion carried unanimously.

**\*Fire Personnel/First Responder Raises** - \$15/per call, use to get \$25, we are the lowest paid township in our area, Doug made a motion that we increase our pay to \$25/call as it was previously effective July 1, 2023. Terry supported. Cathy suggested that some townships pay by the hour as well. Kyler suggested we look deeper into the information that was collected. Motion carried unanimously.

**\*Fire Dept. Items for Purchase:** List provided of six items. Items must be purchased through someone that handles MSA. Has been challenging to get pricing. The pricing in green are the items they would prefer. Would recommend Globe G-Xtreme under #2 for turn out gear (which is not in green). Grand total for all six items is: \$12,874.04. Reviewing new medical reporting system and going to ask current company to hold for 30 days as payment is due July 1, 2023. Looking to get 10 companies to sign up together to get a group discount. Cathy asked for estimates and Phil had them with him and will provide to Cathy when she is at her desk. Doug mad a motion, Kyler and Terry supported. Motion carried unanimously.

**\*Lot Building Relationship – Planning Commission** – We have been building garages that are not on the same parcel as the resident typically across the road. This would not pass through Zoning. We have amended 6.3 lot building relationship to reflect what is happening. Public hearing was last week, no one attended. Board needs to vote on it tonight. Cathy made a motion and JC supported to allow Section 6.3. Lot Building Relationship: Hereafter, every building erected, altered or moved shall be located on a lot of record as defined herein, and except in the case of an approved multiple dwelling development, there shall be no more than one principal building and its permitted accessory structures located on each lot. No detached accessory building may be constructed until such time as the principal building has received an occupancy permit, unless the following conditions apply: 1. Property with a principal structure is within 500 feet of subject property then an accessory structure may be established, or: 2. Subject property exceeds a lot size of no less than 10 acres then an accessory may be established. In either case, accessory building and/or structures shall meet the minimum requirements of a primary structure of the same zoning district. Motion carried unanimously.

**Deputy Clerk-** Clerk needs assistance in the office for 23-24 for 8 hours a week during the hours the Clerk is in the office. Approximately \$5000. Laura will remain Elections Deputy.

**Station #2 Heating Bill:** Olivet Chief called to see Fredonia's two stations. Insulation in ceiling is only R38 which is the minimum and suggested we add another 10 inches. This could assist in reducing heating costs significantly. Fire fighters will do the work. Cathy made a motion to approve adding insulation up to \$600. JC supported. Motion carried unanimously.

**Public Comment:**

George said they should be able to upload new maps this week to website.

Terry Travis suggested updating lights with LED. Fredonia has but Station 2 needs to be changed.

**Board Comment:** Question regarding businesses asking for tax roll information and a fee – more information to be obtained by MTA

Doug suggested if Assessor could use the new maps, we could use the Assessor budget to pay for them.

Cathy shared that Terry asked about who all had keys to cemetery office so that it could be noted. The following people have keys: Terry Travis, Cathy Allard, Cathy Combs and Doug Damon.

**Supervisor Doug Damon adjourned the meeting at 8:56 PM**

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Minutes prepared by Laura Miller/Cathy Combs

**Cathy Combs, Township Clerk** \_\_\_\_\_

**Date: June 29, 2023**

**Doug Damon, Township Supervisor** \_\_\_\_\_

**Date:**