

**Douglass Township
3521 W. McBrides Rd
Stanton, MI 48888
989-762-8014**

**Minutes Regular Board Meeting
Sept. 17, 2025
7 pm**

Call to Order 7pm

Pledge of Allegiance recited

Roll Call

Present: Kathy Rasmussen, Holly Huff, Ken Bunting, Eric Tester, Kristi Cordray

Approval Agenda Items

Kathy Rasmussen requested to amend the agenda by putting the treasurer report after the zoning administrator's report.

Motion made by Eric Tester to approve agenda, as amended, seconded by Kristi Cordray .

Ayes: 5 Nays: 0 Motion passed.

Approval of Minutes from August 20 Regular meeting

Motion made by Eric Tester to approve minutes, seconded by Ken Bunting. Ayes: 5 Nays: 0

Motion passed.

Public Comment on Agenda Items none

Reports

- Clerk Huff reported on bills to pay-we need to pay Unemployment Insurance Agency \$310.00 for penalties. This is from Jan-March 2025.

Motion made by Kristi Cordray to pay UIA \$310.00 for penalties, seconded by Ken Bunting.

Ayes: 5 Nays: 0 Motion passed.

Motion made by Eric Tester to accept clerk report, seconded by Kathy Rasmussen . Ayes: 5

Nays: 0 Motion passed.

- Supervisor Rasmussen reported on state revenue sharing decrease, rectifying pension payments, policies and procedures binder updates, .gov website update. Discussion followed on continuing to offer the pension.

Motion made by Holly Huff to keep the pension in place, seconded by Eric Tester. Roll call vote:

Eric Tester: yes Ken Bunting: yes Kathy Rasmussen: yes Kristi Cordray: no Holly Huff: yes (4 ayes, 1 nay). Motion passed

- Trustee Ken Bunting provided an update on the possibility of joining the Sheridan Fire Authority. We need to gather more information, how to proceed, how and when to pursue a fire millage. Huff and Cordray will follow up with Kristen Millard on the millage issue. Rasmussen will look into the possibility of a workshop model for fire board and authority to present information.

Motion made by Kathy Rasmussen for the board to grant Ken Bunting authority to speak and ask questions at the next fire board meeting, and to express the township's interest in joining the Sheridan Fire Authority, seconded by Eric Tester. Ayes: 5 Nays: 0 Motion passed.

- Trustee Eric Tester reported no PC meeting since last board meeting so nothing to report.
- Zoning Administrator Kelsey provided a report on permits approved, denied, updates on violations. 5 blight issues, 5 buildings/additions. Reported that the judge is requesting separate tickets for each violation if multiples at one home. It was recommended that tickets be issued to the landowner as well as the renter in incidences of blight or violations.
- Treasurer Cordray reported tax collection resulted in \$990,951.81 collected which will largely go to the schools and county. Brought up Pivot point software request from assessor. Consensus was reached by the board not to pursue at this time. Cordray also followed up on a previous request to purchase Microsoft Windows and have it installed on the treasurer's computer to be compatible with the BS&A software.

Motion made by Ken Bunting to spend up to \$450.00 to purchase and set up Microsoft Windows for the treasurer, seconded by Eric Tester. Ayes: 5 Nays: 0 Motion passed.

Motion made by Eric Tester to accept treasurer report, seconded by Ken Bunting . Ayes: 5 Nays: 0 Motion passed.

Old Business

Furnace Cover Update: Stanton Glass gave a quote of \$2665.08 for this project. With the cost of a township permit and building permit, the total is \$2825.08.

Motion made by Holly Huff to hire Stanton Glass to complete the furnace cover project, seconded by Kristi Cordray . Ayes: 5 Nays: 0 Motion passed.

Repair Updates/Quotes:

1. Busy Bee's Embroidery gave us a quote to remove and replace the old vinyl on the sign. The letter rails have been repaired.

2. Russell Plumbing and Heating repaired the urinal, but the quote exceeded the approved amount due to the urinal not being properly affixed to the wall, (\$205.12 above the original approved amount).
3. Richard's Septic pumped the septic tanks, but could not check the filter. They sent a quote to install a baffle and filter.
4. All plumbing repairs, spigots, grab bar, and floor tiles have been repaired. This came in for the quoted and approved amount.
5. Received a snow plow bid from AA lawncare. Tabled until October meeting.

Motion made by Eric Tester to hire Busy Bee's to replace the vinyl on the sign for \$266.00 seconded by Holly Huff. Ayes: 5 Nays: 0 Motion passed.

Motion made by Kathy Rasmussen to pay Russell's \$705.12 seconded by Holly Huff. Ayes: 5 Nays: 0 Motion passed.

Motion made by Eric Tester to pay Richard's Septic \$400.00 to install new baffle and filter, seconded by Holly Huff. Ayes: 5 Nays: 0 Motion passed.

Bathroom Repair from Rental: The renters lost their security deposit and the board reached consensus that no further reimbursement was needed.

New Business

Permit Application Updates: It has been questioned several times if requiring a survey in all circumstances is necessary. Guidance from the lawyer was received that the board could modify the application. Consensus was reached that the zoning permit application should be modified.

Motion made by Kathy Rasmussen to modify letter G. of the township zoning permit application to read: "Survey of property required if proposed project is within 30 feet of the property line, and at Zoning Administrator's discretion for any other reason", seconded by Holly Huff. Ayes: 5 Nays: 0 Motion passed.

Dates on calendar spring clean up: Discussion on possibility of vouchers for residents to use at Pitsch in Belding, or continue annual spring clean up at the hall. The board decided to continue clean up at the hall and to try to promote it better.

Budget workshop, budget hearing dates: still working on schedules

Pivot Point Info from Assessor: addressed in Treasurer report

Next meeting date October 15, 2025 7 pm

Public Comment opened at 8:50 pm

1. A letter was delivered on behalf of Keith Phelps, regarding an error on a parcel he was trying to sell. He did not feel the assessor handled it appropriately, but the situation has been resolved. He would like follow up from the township with the assessor. The letter was received by Kathy Rasmussen.
2. A new resident of the township expressed a concern about the assessor being slow to respond while they were building a home.

Board Comments

Kristi Cordray shared that the assessor is typically quick to respond to her. Kathy Rasmussen agreed and will follow up with the assessor.

Adjournment

Motion made by Ken Bunting to adjourn, seconded by Kristi Cordray. Ayes: 5 Nays: 0
Meeting Adjourned at 9:05 pm.

Respectfully submitted,

Holly Huff, Douglass Township Clerk
Kathy Rasmussen, Douglass Township Supervisor