

Interior Township  
Interior Township Hall  
Regular Meeting  
January 11, 2024

Approval of Minutes

After review of minutes, a motion was made by Joe O'Sullivan to accept the regular scheduled meeting minutes from December 11, 2023 and seconded by Melanie Pelkola. Motion carried.

Meeting was opened at 6:08 pm by Supervisor O'Sullivan  
The Pledge of Allegiance was recited.  
Members Present were Trustee Fred Johnson, Trustee Paul Besonen, Treasurer Melanie Pelkola, Supervisor Joseph O'Sullivan, & Clerk, Mary Koch.

Supervisor's Report

Joe mentioned the grant via GEI that will be discussed below under new business, but wanted to quickly point out that whatever the grant amount is, the township's responsibility would be to contribute at a minimum 15% of the amount.

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Treasurer's Report

The Treasurer's report was presented by and reviewed by all. After discussion regarding recent computer repair and mileage that was paid and what should be standard procedure before determining what, where, when to proceed in situations such as this in the future, a motion was made by Joe O'Sullivan to accept the Treasurer's report, seconded by Mary Koch. Motion carried.

Approval of Expenditures

Approval of proposed expenditures supported by the Board signing of the Treasurer's report.

Public Comments

Opened at 6:25 pm. Fred Johnson mentioned that they have noticed a high level of chlorine taste and smell in their water recently.

Mary Koch made mention that someone brought to her attention that the street light out at intersection of M28 and Division Street is not working. Joe will contact WE.

Approval of Agenda

Motion was made by Melanie Pelkola to approve the agenda. Motion was seconded by Mary Koch. Motion carried.

Committee Reports

- Need 2 Board of Review Members
- Need Cemetery Committee Members
- Need 2 Planning Committee Members
- Planning Committee Report – No report at this time.
- Water Report – Bob Stenfors' water report was reviewed and discussed. Highlites of the report are that some new additional equipment is needed and that Bob should be kept informed about all water related matters. There was also discussion regarding the EGLE notification of revised service line inventory requirements coming forth.
- Sewer Report - Nothing to report.



**Unfinished Business**

- Delinquent Water Bills – It was discussed and determined that 4 letters of delinquent notice will be sent out on 1/12/24.
- New Water Software. Approximately \$600 annually for new system but nothing has been done as far as moving forward but Joe advised that we better proceed because eventually the current system is going to fail. He will work with water and sewer clerk on proceeding.
- Trout Creek sign proposal. Joe is continues to work with State to get the approval. It has been a timely process thus far.
- AccuNet Web Services – the township’s website is complete but the process of uploading various township information (meeting minutes, etc...) is still being configured.
- Ballot Drop Box Surveillance Security System is in the building but needs to have camera installed in entry way looking at the ballot drop box. Joe suggested another one looking at the front walkway outside. Paul will look into installing them.

**New Business**

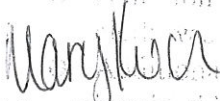
- Approval of Early Voting Plan and Site to be coordinated with County and held in Ontonagon. Motion made by Joe O’Sullivan and seconded by Melanie Pelkola. Motion carried.
- Approval of Election Inspectors - Joe O’Sullivan made motion to approve the following as inspectors for the township: Melanie Pelkola; PJ Fish; Wade Boan; Brianne Boan; Leeann Anderson; Jeanne Harris; Mary Koch. The motion was seconded by Melanie Pelkola and Motion Carried.
- Since Mary Koch resigned as clerk last month, there have been no applications submitted for the position. Mary has continued functioning in this capacity and agreed to continue in the role of clerk until a replacement is found. An ad for the vacancy was only run in the Herald thus far so another will be placed in the Ottawa Shopper.
- GEI Trust Fund Application was reviewed and determined that with the extra 15% required contribution from the township, this discussion and decision will be tabled.
- The current Desktop 2021 version of Quickbooks is soon to expire and the township needs to upgrade to the 2024 Desktop version or upgrade to the On-line version. The clerk did not have adequate comparison numbers and information to make a decision so she will bring back necessary information so that this decision can be made at next meeting.
- A motion to search for and hire a Quickbooks/Bookkeeping consultant to assist in training the clerk was made by Joe O’Sullivan and seconded by Melanie Pelkola. Motion Carried.
- Additional compensation for current clerk position was mentioned due to additional time involved in the learning curve of the duties to be performed as well as the upcoming election duties this year. Joe will present a proposal for the Board to review at their next meeting.

**Public Comment**

Opened at 7:27 pm – there was none.

**Adjournment**

Meeting was adjourned by Supervisor O’Sullivan at 7:27 pm.



Mary Koch, Interior Township Clerk