

## **Frankenlust Township Board Meeting**

**May 13, 2025, 4:00 PM**

The regular meeting of the Frankenlust Township Board was held. It was called to order by Supervisor Ron Campbell. The Pledge of Allegiance was said.

**Present:** Campbell, Begick (late) Stothard, Britton, LaPan

**Consent Agenda Items:** Motion by Britton/LaPan to approve the regular Board meeting, accept the Treasurer's reports and authorize payment of bills in the amount of \$177,221.24 from the General and Misc. Funds as needed. Discussion. Roll Call Vote:

LaPan	Yes
Campbell	Yes
Britton	Yes
Stothard	Yes
Begick	Late

***4 aye, 0 nay. Motion Carried***

**Public Input:** None

**Fire Department.** There were 48 calls in April, 179 calls this year through April. Fire Department Report is on file.

**Nature Park:** A new boardwalk for the northeast corner provided by a Bay County Community Partnership Grant should be installed by this June and new trees have been planted in the park.

**Sheriff Report:** is on file for March and April

**Planning Commission:** Report is on file.

**Zoning Administrator:** There will be a Hearing Review concerning parcel 030-041-400-005-00 on July 14, 2025. The ZA report is on file.

**Insurance:** Jason Orton, from David Chapman Insurance Agency, presented an insurance proposal that will be in effect from 05/15/2025 through

05/15/2026 with the coverage offered through Trident and Cowbell, which includes insurance for township property, public official bonds, and vehicles. Motion by Britton/Campbell to accept the proposal effective May 15, 2025.

Discussion. Roll Call

Campbell	Yes
Britton	Yes
Stothard	Yes
Begick	Yes
LaPan	Yes

5 aye 0 nay. Motion Carried

**Zoning Administrator** A letter was presented to the board concerning Patrick Miller requesting a raise from \$520 a month to \$1000.00 a month for his salary. This new rate will combine all separate payments of zoning permits, complaints from residents and upholding the ordinances in Frankenlust Township as one pay rate starting on July 1, 2025. Motion by Britton/Begick to approve the monthly amount starting on July 1, 2025. Discussion. Roll Call Vote.

Britton	yes
Stothard	yes
Begick	yes
LaPan	yes
Campbell	yes

5 aye 0 nay. Motion Carried.

**Assessor:** A letter from Anissa Zaucha requesting an increase in salary from \$30,000.00 a year to \$36,000.00 was presented to the board. The Assessor has been an employee since 2020. During that time, she has achieved a 100% passing for the 2024 PA 660 Audit. She has shown excellence in her role for the township. Motion by Campbell/Britton to support the increase in salary beginning July 1, 2025. Discussion Roll Call Vote

Stothard	yes
Begick	yes
LaPan	yes
Campbell	yes
Britton	yes

5 aye 0 nay. Motion Carried.

**Township Board Salaries:** A document was presented to the Board showing the last increase in salary was received in 2020. The Board proposes a raise of \$1000.00 each official. Motion made by Campbell/Britton that the board will receive the increase this year for each official starting July 1, 2025.

Discussion. Roll Call Vote:

Stothard	yes
Begick	yes
LaPan	yes
Campbell	yes
Britton	yes

5 aye 0 nay. Motion Carried.

**Resolution # 2025-005:** The Election Committee met and voted unanimously to put Resolution 2025-005 before the Board to approve St. John Lutheran School from temporary to the permanent in-person polling location. Motion by LaPan/Stothard to approve Resolution 2025-005 for St. John Lutheran School to change the polling location from temporary to permanent. Discussion. Roll Call Vote:

Begick	yes
LaPan	yes
Campbell	yes
Britton	yes

Stothard                yes

5 aye 0 nay. Motion Carried.

**Noxious Weed Commissioner:** Frankenlust Township reappoints Jim Begick as Noxious Weed Commission for the 2025 mowing season. Motion by Campbell/LaPan to reappoint Jim Begick as Noxious Weed Commissioner for the 2025 mowing season. Discussion. 5 aye, 0 nay. Motion Carried.

**Blinds:** Two bids were presented to the Board concerning new blinds for the Township Hall. The Treasurer will do more research concerning the best company to provide the blinds and the Board will discuss it at our next meeting.

**Electrical Work:** The Township Building needs all the lights to be retrofitted with LED's and dimmers to be installed. An Estimate was given by Van Herweg Electric Inc. in the amount of \$2,639.00. Motion by Begick/LaPan that we accept proposal from Van Herweg Electric for the work proposed. Discussion. Roll Call Vote:

LaPan                    yes

Campbell                yes

Britton                    yes

Stothard                yes

Begick                    yes

**Township Siding:** A quote from C & M Contractors to remove and replace 28' of weather damaged siding for the Township Building in the amount of \$1,850.00 was submitted before the board. Motion by Britton/Begick to accept the bid in the amount of \$1,850.00 for the removal and replacement of the siding. Discussion. Roll Call Vote:

Campbell                yes

Britton                    yes

Stothard                yes

Begick                    yes

LaPan                      yes

**Principles of Governance:** The Principles of Governance are signed every time a new board comes into the office. The document was presented to the board and there was discussion on wording of the document. Changes will be made, and the board will sign at the next board meeting.

**Township Calendar:** The township calendar for the next six months starting in July was brought before the board. Motion by Stothard/Lapan to accept the calendar with corrections. Discussion. **5 aye 0 nay, Motion carried.**

**Employee Handbook:** The new Earn Sick Time Act was passed into law and changes to the employee handbook were made to reflect the new standards. Drafts of the handbook were handed out for the board to look over and make suggestions if needed. Discussion of changes to take place at the next meeting on June 10<sup>th</sup> meeting.

**Budget Adjustments:** The following budget adjustments are recommended by Clerk, LaPan.

101-101-702.009 Administrative Asst	+\$537.00
101-262-742.000 New Equip-Computers	-\$537.00.
101-101-748.000 Twp Building Improvements	-\$206.66
101-101-746.000 Twp Building Maintenance	+\$206.66
101-101-801.011 Attorney/Professional	+\$11,043.41
101-721-801.019 Planning & Engineering	-\$10,000.00
101-721-861.005 Zoning & Planning Conv	-\$1,043.41
101-101-977.001 New Equipment/Computers	+\$1,498.46
101-101-861.002 Trustee Conv & Seminars	-\$1,498.46
101-101-929.000 Charter Comm/Telephone	+\$224.90
101-247-702.006 BOR Wages	-\$224.90
101-215-725.001 Clerk Pension Plan	+\$400.00

101-253-725.001 Treasurer Pension Plan +\$400.00

101-171-861-000 Supervisor Conv & Seminar -\$800.00

Motion by Begick/Stothard to accept the budget adjustments as recommended by the Clerk. Discussion.

**5 ayes 0 nay. Motion Carried**

**Property Sign Out:** Discussion and agreement on employees who need to use Frankenlust Township property such as chairs, tables etc. for elections and other uses must use the sign out sheet for accountability and assume all liability.

**Frankenlust Township Pay Sheet:** A pay sheet was created for our Planning Commission, Board of Review, ZBA, Noxious Weed Commissioner, Liquor Inspector and Fire Dept. Liaison to fill out for the hours they work. The Board recognizes the need and agrees to use this sheet for pay expenses.

Motion by Begick/Britton to adjourn **5 aye 0 nay Carried.**

Meeting adjourned at 5:11 P.M.

Next Regular Meeting is June 10, 2025, at 4:00 P.M.

Pre-Budget Meeting May 22, 2025 at 1:00 P.M.

Budget Meeting June 17, 2025 4 P.M.

**Dee Ann LaPan, Township Clerk**

**Ronald Campbell, Supervisor**

**APPROVED**

*DK*  
*6/10/25*