

CUMMING TOWNSHIP
Regular Meeting

December 4, 2025

The monthly meeting was called to order at 6:30pm with the Pledge of Allegiance. Roll Call: Ron, Jan F, Jan T, Fred - present. Teena – Absent.

Others present were: Jim & Jane Redmond; LeRoy Minto; Jim Morris; Louanne Rosebrugh; Ray Grant; Rose Quackenbush; Josh Gibson; Duane Pelfrey; Kathy Maestas; Samantha Campbell; Michelle Berk.

Ron questioned if there were any additions to the agenda; Jan F stated she would like to add the January 2026 meeting to New Business. Agenda stands as amended.

Jan T made a motion, seconded by Fred, to accept the previous monthly meeting minutes, as presented. Motion carried.

Ron stated that Jan F included the information from the MTA email that he sent, which includes the account numbers and reason for checks on the monthly payment report. Jan F made a motion, seconded by Ron, to approve the bills. Roll Call Vote: Fred, Ron, Jan T, Jan F – All Yes. Teena – Absent. Motion carried.

Ron went over the Treasurer's report, giving account balances. Jan F stated there was a transfer from Huntington Bank to Mercantile Bank in the General Account.

Fred reported that the annual support for the monitoring of the sewer system is \$563.40. Jan F presented the letter to the sewer users; Ron read the letter. Discussion was held. Jan F made a motion, seconded by Ron, to approve the sewer letter to the sewer users; stating that the refunds be made and the loan account adjusted, interest free for 2026-2027. Roll Call Vote: Jan T, Ron, Fred, Jan F – All Yes. Teena – Absent. Motion carried.

Ron stated that Jan F presented a breakdown of the hall remodel expenses. Fred stated the hall is complete, except the handicap door and ramp. Fred reported that there aren't available grants at this time. Jan F stated grants may open up in 2026 since it is an election year, may have grants through elections. Jan F stated the floor in the furnace room should be completed; it was in the bid from Morse Clark Furniture and it was paid for; Fred will contact Joey Clark. Jan stated the hall is rented Dec 6, 21, 24, and 27.

Jan F explained that there would need to be two (2) check runs when BS&A Software is implemented in January 2026; the first check run would be on the meeting date for payroll and all bills that are on hand, the second check run would be for all bills listed on the monthly payment report without amounts; there would not be any other check runs, unless approved by the board. Jan F made a motion, seconded by Jan T, to approve two (2) check runs when BS&A Software is implemented in January 2026. Roll Call Vote: Ron, Jan T, Fred, Jan F – All Yes. Teena – Absent. Motion carried. Jan F stated that BS&A would like all board members and employees to complete new W4s, to make sure everything is up to date. The forms are not available, but as soon as they are Jan F will get them out. Jan F stated that municipalities, businesses, corporations, school districts, etc. are using digital signatures and there is a paper trail for all checks written. The Clerk and Deputy Clerk would like to use digital signatures and Jan F would like the Treasurer and the Deputy Treasurer to use digital signatures. Ron stated that digital signatures have become the normal. Fred stated it should be a personal decision; Jan T questioned what is the problem with digital signatures. Michelle Berk stated they sign checks before the meeting, when do they digitally sign them; Jan F stated they will be signed when printed. Michelle Berk stated the bills wouldn't be approved to pay. Jan F stated that checks need to be signed on Tuesday or Wednesday before the meeting, not right before the meeting. Discussion was held. Ron made a motion, seconded by Jan T, to approve the Clerk and Deputy Clerk use digital signatures on BS&A Software. Roll Call Vote: Fred – No, Jan T – Yes, Ron – Yes, Jan F – Yes. Teena – Absent. Motion carried. Jan T stated that in the past all checks were signed on Tuesday or Wednesday, what is the problem; this needs to be worked out.

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Fred gave the RC Fire report, which included: three (3) fire runs for Cumming Twp; 14 total fire runs; Alternate Fire Board representatives were discussed. Jan F stated we appointed Jan T as alternate. Discussion was held. Ron made a motion, seconded by Jan F, to appoint Jan T as Rose City Fire Board Alternate. Motion carried.

Ron gave the OCOA report, which included: the new Assistant is working well; Christmas Party is December 21.

Jan T gave the Transfer Station report, which included: going pretty good; the GFL bill will be higher due to the clean-up of blight, two (2) rollovers and one (1) compactor; the door is automatically opening, two (2) individuals are looking it this. The money is not being picked up weekly, with the door blowing up, the money should be picked up. Discussion was held. Fred questioned if the Transfer Station was still in the red; yes. Fred stated the possibility of raising prices; Jan T stated raising prices shouldn't be an option. Jan F stated we should look at a millage. Fred stated we should look at the size of the bags; Jan T stated she wanted a \$3 bag but was told no. Discussion was held. Jan T stated that GFL goes by weight, not number of bags. Samantha Campbell stated that the kindness for individuals cost the township money, this shouldn't go against the Transfer Station. Jan Redmond stated put it on the millage again; LeRoy Minto agreed. Kathy Maestas stated that people at the Transfer Station are always asking about a millage.

Ron gave the Assessor's report, which included: BOR will be held on December 9, 2025 at 9am.

Fred stated a thank you to Kathy Maestas, husband, and boys for the work they did for the blight; thank you to Fred too. Ron gave the Blight report, which included: a couple of residences have rotten garbage, a letter should be sent stating it is a right not a privilege to use the Transfer Station; they could be prohibited to use the Transfer Station.

Bill Olsen gave the HL report, which included: the lake is ice covered; Savin will send the 2025 year-end Summary Report; the Special Assessment expires December 31, 2025, will need to get on the agenda in early 2026 for Cumming Township and Hill Township.

Duane Pelfrey gave the RC Area Community Center report, which included: going good; more people are attending the open gym nights; a couple rooms are out for rent; looking for rubber flooring for the training room. Michelle Berk questioned if the RCACC is going to ask for a Bond; Duane stated an individual suggested it.

Ron stated he contacted MTA, he received correspondence and emailed it to the board. Ron read a summary of said email. Jan F apologized that Quarterly Reports have not been done since September 2024 because we have not balanced since December 2024; she has spoken to the Treasurer. Ron stated the Treasurer reconciles to the Bank Statements; the Clerk reconciles cash activity to the General Ledger, prints detailed reports; to correct this: must work together to balance. Ron also read that townships run on modified accrual: cash/adjusting entries.

Jan F stated that the January 2026 meeting will need to be changed. Discussion was held. The January 2026 meeting will be moved to Tuesday, January 6, 2026 at 6:30pm.

Ron gave the Commissioners' report, which included discussion with Commissioner Roger Mayhew: County Administrator took a new position in Gratiot County, an Interim Administrator was hired, he took another job, hired another Interim; an Animal Control Officer was hired, a sick dog was dropped off at the Sheriff's office and had to be hauled to Traverse City. Jim Morris stated he has attended township meetings for three (3) years and has never seen the Commissioner, Ron stated his

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meetings have been changed. Jim Morris stated he was told the gravel parking lot across from the Annex building was going to have a Veterans office constructed on it, Michelle Berk stated she heard a Veteran's clinic, Ron heard a Veteran's monument. LeRoy Minto also heard a Veterans clinic. Fred stated the Veterans have the old State Police Post.

LeRoy Minto stated he received bids from Fred but only two (2) were acceptable bids. He questioned if the hall is done; Yes. LeRoy Minto stated the hall rental is: \$75 deposit, \$50 rental fee; he gave the expenses related to the hall, Jim Morris stated that propane needs to be added into the expenses of the hall. LeRoy Minto stated if we don't bring in enough money, why have rentals. Kathy Maestas stated other halls have more space, she feels we can't charge more. LeRoy stated we went from a commercial kitchen to a residential kitchen, discussion was held. He also stated that maybe a survey should have been done in 2024-2025 regarding the remodel.

Jan F stated that she had two (2) bids for office furniture that she sent to the board, the furniture needs to be ordered. Duane Pelfrey stated that Habitat for Humanity has lock file cabinets; Fred stated they need to be fireproof. Jan F gave the differences between Office Central and Uline. Ron made a motion, seconded by Jan T, to approve the Office Central bid for \$9,409 for office furniture. Roll Call Vote: Fred, Ron, Jan T, Jan F – All Yes. Teena – Absent. Motion carried.

Ron stated that Public Comment, common practice is to limit 3-4 minutes. Ron made a motion, seconded by Jan T, to adhere to common practice Public Comment. Motion carried.

Kathy Maestas stated that she is confused about if the permits need to be pulled, Teena said she would bring copies and she isn't here. Jan T reported that she heard from Bryan Stein, Building Inspector, he said some were pulled, some were not; Jan T gave specifics. Jan T will meet with Bryan Stein next week. Jim Morris stated mechanical permits should be pulled. Duane Pelfrey stated permits were listed on the bids in the total amount. Duane Pelfrey stated since the final is not done the insurance won't cover the hall; Jan T stated that is correct. Jan T also stated that Bryan Stein was told only a remodel was being done, he didn't know everything that was done. Jan T suggested that two (2) board members should be on a project. Fred stated contractors have to get their own permits; he spoke with Bryan Stein at the beginning of the project. Samantha Campbell asked if there were any other questions.

Ron made a motion, seconded by Fred, to adjourn at 7:59pm. Motion carried.

_____, Clerk