

QUINCY TOWNSHIP

MEETING MINUTES

October 1, 2025

Guests present: Teddy Sinclair, Barb Rockheld, Ann Lown, Don Reid {paper}, Ryan Smead (Village manager), Barb Swallow (Deputy Treasurer), and Dalton Turmell (Chief of QPD).

Meeting was called to order by Supervisor Barve at 6:00 PM.

Pledge of Allegiance was led by Supervisor Barve.

Roll Call: Jim Harmon, Marilyn Ostrander, Tim Brockway, Stephanie Studer and Kurt Barve. Cindy Harleton was absent.

Trustee Ostrander moved to approve the agenda, Trustee Harmon supported the motion. Motion carried.

September minutes: It was moved by Trustee Harmon to approve the September 3, 2025 minutes, supported by Trustee Ostrander. Motion carried.

Supervisor's report: Supervisor Barve talked about the numerous accomplishments that the board has made YTD:

- Hiring legal counsel
- Hiring Zoning Administrator
- Purchase of a tractor for the cemetery
- Completed 3 years worth of audits
- Lowered cost of medical insurance for full time employees with same coverage
- Applied and received an EGLE grant
- Reestablished a working relationship with the Village of Quincy
- Set new and improved on current ordinances
- Paid off Fire Truck loan early
- Repair and reconditioning dirt driveways at cemetery
- Tree removal and trim at cemetery
- Repaired headstones at cemetery
- Had voting machines audited
- Workman's comp insurance reestablished
- Brigg's Rd. re-graveled
- Lake See Dr. resealed
- Provided a balanced budget
- Working on perpetual care issues
- Created a website with the Village
- Working on constructing a new township building/sexton building
- Reestablishing police protection with the Village of Quincy Police Dept.
- New stage at the cemetery

As well as numerous other items.

Supervisor Barve also talked about some of the goals for the upcoming year:

- Establish written job descriptions
- Broaden the road improvements in the township
- Continue cemetery improvements, more asphalt,, fencing, material staging area and colloquiums
- Move into a new facility
- Demo current sexton building
- Tree work (trimming and removal) and planting new trees at the cemetery
- Have written policies in place
- Committee formations

Supervisor Barve believes that “The entire goal of the board is to provide excellent service to our constituents and do it without adding to taxes and that the constituents get their monies worth.”

Clerk’s report: Bills in the amount of \$78,729.11 were presented by Deputy Clerk Studer. Trustee Ostrander questioned the Excel Paving Plus bill and Treasurer Brockway explained that the Excel Paving Plus amount of \$5,750 would be reimbursed. Trustee Harmon moved to pay the bills in the amount of \$78,729.11, supported by Trustee Ostrander. Motion was carried.

Deputy Clerk Studer also read an ad reminding the board about the township’s involvement with the Branch County Tire Recycle Event that is to be held on Saturday, October 11, 2025 from 9 AM – 1 PM at the East parking lot of the Animal Control, 375 Keith Wilhelm Dr., Coldwater, MI.

Treasurer’s Report: Treasurer Brockway relayed that tax paying was complete and that 1,400 out of 2,400 payments were made in the last 2 weeks. Treasurer Brockway said he is looking for incentives to get payments in sooner/ spread out more throughout the tax paying time. One suggestion was foregoing the 1% administration fee if paid sooner. More discussion at a later date.

Legal report: None

JPC report: None ZM Craig is working on getting a meeting set up.

ZBA report: None

Zoning report: Zoning Manager Craig reported that neighbor disagreements are on the rise. There were Nineteen requests reported for various items, two violations, six permits and nine permits pending. ZM Craig said he was working on the old laptops from the office and is hopeful that he can update them all to Windows 11. Supervisor Barve asked about what if anything could be done with them if not able and ZM Craig said that they would just be scraped. Treasure Brockway asked ZM Craig about getting the new phone line system set up. It was decided that ZM Craig would get with Supervisor Barve to determine how many lines be needed so that ZM Craig could get the system set up to improve communications.

Cemetery report: Sexton Stephenson was not present. Supervisor Barve had Sexton Stephenson’s report. Monument company coming in next week (October 6-10) to fix the stones/monuments that need repair and were previously approved at the August 6, 2025 Township meeting for repair. Sexton

Stephenson is also dealing with dogs running loose in the cemetery, road is prepped and ready for paving.

Assessor's report: Assessor Ewers reported that new cost manual updates concerns were worked out with BS&A, no drastic changes are expected. Residential sales were received, changes made and were finalized. County Study showed overall residential class at nearly a 7% increase. Assessor Ewer has completed requirements to receive her 2026 license renewal, data entry is up-to-date and continuing to print deeds weekly and pickup paperwork at Equalization and Branch County Abstract twice a month. Assessor Ewers reiterated that the Assessing Audit discussed last month will be conducted between May and September of 2026. Assessor Ewers covered the Audit Preparation Checklist. Good news is that most of it is already on file and just needs updating. Poverty Exemption Guidelines need to be redone, a cover letter needs composed to go with the tax notice, and anything we do not pass the township will get a letter and time to correct. Last year we were 100%. Assessor Ewers plan is to start bringing in a few documents each month for the board to look at and approve so that by the time of our scheduled assessment the township will be ready.

Commissioner's report: Supervisor Barve read Alan McClellan's report. They have completed the Probate courtroom and are working on the District and Circuit courtrooms with a projected completion date of December 15-22, 2025, contract negotiations are continuing but are expected to be completed by the end of the year, tire event and Administrator Walsh and Deputy Administrator Miller are expecting the first budget draft to be submitted in early October.

Public safety report: Police Chief Turmell presented his report for the first month. Complaints 82 total (33 were township), 3 arrests (all in the village), 2 juvenile (1 each), working on a plan to provide a better report on citations, 120 hrs village and 100 hrs. for the township, 3 accidents (2 were in the township) and property checks : 99 for the village and 50 for the township. PC Turmell explained that there were more hours spent in the village because of Pints in the Park and the Homecoming parade. Treasurer Brockway did explain how horrific the traffic is around the school in the morning and at the end of the school day. Trustee Harmon asked about crossing guards on 12 for the school and was told just a couple because most kids north of 12 are bussed and the rest usually cross at the light. Trustee Harmon also asked about how property checks will be done in the winter for nonresidential properties around the lakes and was informed that there are forms that can be filled out requesting checks on property not resided in during the winter.

Fire Protection Report: There is a meeting Thursday October 9, 2025.

DTE report: None

PUBLIC COMMENT:

- Ann Lown spoke about the perpetual care for next year. Did not know about the recipe and wanted to know what we were expecting for next year because they are getting ready to place their orders. Supervisor Barve recommended that she get with Sexton Stephenson. Ann Lown also stated that she would spray the urns with liquid green before planting the flowers for Memorial Day.
- Trustee Ostrander reported that she had received a call from a citizen asking about putting in a dog park, ZM Craig stated that there are grants available for putting in dog parks and Supervisor Barve said that we would need to get with the village so that they are involved.

New Business:

1. Land Split approval – ZM Craig presented an application for a land split by owner Bette R. Ball Trust, 923 Prospect Pt., Quincy, MI – parent parcel number 12-080-P60-000-008-00 with plat name Prospect Point. A discussion was held about the frontage would only be 42' on the one split And that 50' is required to build on. ZM Craig said that had been pointed out to those involved and it was decided by the board to add a stipulation of Non-buildable to the application. Trustee Ostrander moved that the land split for 923 Prospect Pt., Quincy, MI – parent parcel number 12-080-P60-000-008-00 with plat name Prospect Point be approved with an added stipulation that it is Non-buildable, Treasurer Brockway supported the motion. Motion carried.
2. Financial advisor approval - Supervisor Barve said we were going to need a Financial advisor to get things started on the building of a new township building/sexton building. Supervisor Barve had spoken to Andy Campbell who had been recommended and gave him an estimate of between 1.5 and 1.8 million. Treasurer Brockway brought up that Southern bank also has a department that could assist the township. It was decided that Supervisor Barve would set up a workshop on the 15th of this month with Andy Campbell to cover his expectations of the board and for the board to have any questions that they may have answered. Supervisor Barve will let the board know as soon as he has a workshop set up.
3. Committee formation – Supervisor Barve expressed his feeling on getting various committees set up to help with the decision making in several areas. Doing this will get others input and spread the responsibilities. Examples of committees were: cemetery, library, roads, job descriptions, and public safety. The plan would be to set up a binder so that going forward there will be something to follow and those taking over in the future would have a smoother transition into their rolls. Supervisor Barve wants to focus on this in November/December so that we are ready in January to start the committees. It was asked if you have specific interests to let Supervisor Barve know.

Old Business:

1. Police contract QPD - Atty. Beamer asked if we were wanting an extension to our trial contract with QPD. Supervisor Barve felt like it was time for a permanent contract, after discussion the board was on board with making things permanent as well as Village manager Smead who is committed to retention and wanting to have an agreement that will take things to the next step. Trustee Ostrander made a motion to move forward on negotiating a contract with the village on QPD coverage in Quincy Township, Trustee Harmon supported the motion. Motion was carried. Supervisor Barve is hoping that Atty. Beamer will have a contract ready by November's meeting.

Meeting Adjourned at 7:12 PM

Respectfully submitted,

Stephanie Studer
Quincy Township Deputy Clerk