

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

**Minutes Regular Board Meeting
December 17, 2025
7 pm**

Call to Order 7pm

Pledge of Allegiance recited

Roll Call

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

Approval of Agenda Items

Kathy Rasmussen requested adding an agenda item to add Deanna Riggleman from Tamarack Library for the annual report.

- Motion made by Eric Tester to approve agenda with Tamarack District Library report added after the approval of minutes, seconded by Ken Bunting. Ayes: 4 Nays: 0. Motion passed.

Approval of Minutes from Nov. 19, 2025 Regular meeting

- Motion made by Ken Bunting to approve minutes, seconded by Eric Tester. Ayes: 4 Nays: 0 Minutes approved.

Tamarack District Library

Deanna Riggleman reported that part of the township is in the Tamarack District. Reports that bond is being paid off early, installed drinking fountain, updated irrigation, shade, redid floors, built website, updated it. Residents can now register for programs online. The district will be purchasing a bookmobile vehicle.

Public Comment on Agenda Items none

Reports

Treasurer Cordray report

- Provided via email and read by Rasmussen, reporting that township assets including CD's and all accounts is \$879,132.84.
- Motion made by Eric Tester to approve Treasurer report, seconded by Kathy Rasmussen. Ayes: 4 Nays: 0 Report approved.

Clerk Huff report

- Reported on expenses of \$7,758.14, requested funding for Michigan Association of Municipal Clerks membership fee for \$100. Provides a lot of training, for both clerk and deputy.
- Motion made by Eric Tester to approve clerk report, seconded by Kathy Rasmussen. Ayes: 4 Nays: 0 Report approved.
- Motion made by Ken Bunting to approve \$100.00 for clerk and deputy membership in MAMC seconded by Eric Tester. Ayes: 4 Nays: 0 Membership fee approved

Supervisor Rasmussen report

- Taking as many free trainings through BS&A as possible.

Trustee Ken Bunting report

- Has not had a fire meeting since last meeting so nothing new to report.

Trustee Eric Tester report, PC report

- Short Term Rental proposed ordinance public hearing scheduled for tomorrow, Dec. 18.

Zoning Administrator Kelsey report

- Absent, will email report.

Old Business

Policies and procedures

- Rasmussen reviewed proposed job descriptions and township policies for approval, to be available on website and for consistency for future. Treasurer job description is not finished yet and will be reviewed at a later date.
- Motion made by Kathy Rasmussen to adopt job descriptions, (except for treasurer), and keys , expenditures, bidding policies, seconded by Holly Huff. Ayes: 4 Nays: 0 Adopted.

New Business

Resolutions: partial poverty exemption, poverty exemption, Board of Review protest in writing, alternate start dates

- Motion made by Ken Bunting to adopt resolution for partial poverty exemption, seconded by Holly Huff . Ayes: 4 Nays: 0 Adopted.
- Motion made by Ken Bunting to adopt resolution for poverty exemption, seconded by Kathy Rasmussen. Ayes: 4 Nays: 0 Adopted.
- Motion made by Ken Bunting to adopt resolution for Board of Review protest in writing , seconded by Eric Tester. Ayes: 4 Nays: 0 Adopted.
- Motion made by Ken Bunting to adopt resolution for Board of Review alternate start dates, seconded by Eric Tester. Ayes: 4 Nays: 0 Adopted.

Cemetery

- Rasmussen reported the price list and recommendations from Jeremy McAllister to handle burials when Don Larsen retires at the end of March. McAllister serves many townships in neighboring communities, participates in MTA trainings, would be a 1099 contractor, and would complete winter burials including plowing to the spot (\$150.00). The records will be in the Township Clerk's office. The Township would collect the fees, then pay McAllister. The Township would be able to keep a portion of the fees to be used in a perpetual care fund for the cemetery. We will need to look at pricing increases. Don Larsen will be meeting with Township staff in 2026 to go over records, questions, etc. The Planning Commission will be looking at a cemetery ordinance in 2026.
- Groundskeeper position: Per the last board meeting, a job posting was created and will be on the Township website. It is a seasonal groundskeeper position (May-October) for mowing/trimming/pruning/raking leaves at the cemetery and the Township hall. This will be a Township employee paid \$1,000 per month.
- Motion made by Holly Huff to contract with Jeremy McAllister for cemetery services, beginning in April 2026, seconded by Eric Tester. Ken Bunting asked for clarification on the number of burials. Holly Huff believes it was 9 this year, some are cremation burials. Ayes: 4 Nays: 0 Motion passed.

Road projects

- Rasmussen shared recommendations from the Road Commission for the upcoming year, although funding remains uncertain. The commission is recommending chip sealing Briggs from Hillman to Lake (to preserve previous work), and paving or

chipsealing Musson from Cannonsville to McBrides. The board expressed interest in work on Waterwheel north of Kendaville. Contracts for road work will be due May 2026.

ZBA alternate appointment

- Rasmussen appointed John Bagin, Township resident as an alternate to the ZBA.
- Motion made by Eric Tester to support John Bagin's appointment as ZBA alternate, seconded by Ken Bunting. Ayes: 4 Nays: 0 John Bagin appointed.

Board Meeting dates for 2026 set at 7 pm, the third Wednesday of every month, except January, April, July, and October, when meetings will be held at 7:30 pm due to Ken Bunting attending fire board meetings those nights. Dates for 2026:

Jan. 21, Feb. 18, March 18, April 15, May 20, June 17

July 15, Aug. 19, Sept. 16, Oct. 21, Nov. 18, Dec. 16

- Motion made by Kathy Rasmussen to adopt the proposed Board meeting dates for 2026, seconded by Ken Bunting . Ayes: 4 Nays: 0 Dates approved.

ZBA meeting dates for 2026: these were scheduled every other month last year, but it was discussed to schedule as needed.

- Motion made by Kathy Rasmussen for ZBA meetings to be scheduled as needed for 2026, seconded by Holly Huff . Ayes: 4 Nays: 0 Dates TBD as needed.

Board of Review 2026 scheduled for week of March 10

Budget Workshop 2026

- Proposed dates for budget workshop presented. Fri 20, Sat 21, Wed. 25 or as part of the Board meeting on Feb.18th.
- Budget Public Hearing requires 6 days notice (even if we held it during the March 18 board meeting).
- Consensus reached that it will be better for scheduling and finances to hold the workshop and public hearing as part of regularly scheduled board meetings.
- Motion made by Eric Tester to schedule the budget workshop during the Feb. 18 board meeting, seconded by Holly Huff. Ayes: 4 Nays: 0 Motion passed.
- Motion made by Kathy Rasmussen to schedule budget public hearing during the March 18 board meeting, seconded by Ken Bunting . Ayes: 4 Nays: 0 Motion passed.

Announcements: Corrected Spring Clean up date: Saturday, April 25, 2026 9 am -noon

Next meeting date: January 21, 2026 7:30 pm.

Public Comment

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| Ashley Wakely | Introduced herself as the new Montcalm County Treasurer. She is from Ionia county. |
| Carol Anderson | Requested that microphones be used consistently, two had gone out during the meeting, making it hard to hear. |

Board Comments

- Fire questions:
- 911 response time? (We will check with dispatch).
- Does Stanton fire collect a fire millage? (It comes from the general fund and equals .75 mills).
- Is Sheridan fire authority's grant writer a full time paid position? (Not clear)
- How much has Sheridan collected from insurance companies? (Approximately \$17,000)

Adjournment

- Motion made by Eric Tester to adjourn, seconded by Kathy Rasmussen. Ayes: 4 Nays: 0. Meeting adjourned at 8:20 pm.

Respectfully submitted,

**Kathy Rasmussen
Holly Huff**