

**Minutes of Regular Meeting of Spencer Township Board**  
**Spencer Township Hall**  
**Tuesday, April 20, 2021 at 7:30 p.m.**

**1. Supervisor Knapp called the meeting to order.**

Present: Knapp, Baas, Wright, Wood, Lange  
Absent: none

**2. Supervisor Knapp led the Pledge of Allegiance to the Flag.**

**3. Approval of March 16 & 30, 2021 Minutes:**

Motion was made to approve both as written by Wood and supported by Lange. Motion carried.

**4. Approval of payment of bills:**

Motion was made by Wood and supported by Lange. Motion carried.

**5. Baas presented the Financial Report:**

Motion was made by Wood and supported by Lange.

**6. Public Comments/Presentations - (relevant to Township business. Time limit: 3 min.) –**

Resident Karen Meish asked about time of board meetings if they could be earlier. Knapp responded they moved it later, years ago to accommodate the farmers they had on the boards. Chief Wright stated that during the summer, he needs it to be 730pm as well. We also have farmers on the other boards as well.

**7. Communications – None**

**8. Reports:**

❖ **Fire Chief's Report**

Alan Wright read fire report for March 2021.

❖ **Supervisor Report – Roads –** Gave us a list of all the lake roads and had them rated from one (good) to five (the worst). Remodel of office is done.

**9. Unfinished Business –**

- a. 2020-2021 budget - One adjustment to be made to General Fund Reserve. Wood motion to have Wright make the one adjustment to finalize, seconded by Lange. Motion carried.
- b. Hall Rental – Presented by Knapp. Motion was made by Wood, seconded by Lange not to open hall until further notice, due to the constant changes in the Governors rules. No hall or pavilion rentals. Role call; yes, Wood, Baas Lange, Wright & Knapp. No, none. Motion passed.
- c. Paving of front parking lot at an estimated cost of \$90,000 with the moving of the light pole to by receiving box & to put spot for election ballot drop box with moving or putting up a new security camera to watch boxes– Presented by Knapp. Motion by Lange, seconded by Wood. Role call: yes, Wood, Baas Lange, Wright & Knapp. No, none. Motion passed.

**10. New Business**

a. Property assessing reform, designated Assessor presented by Knapp. Received by Kent County and by the state. This is to ensure that Spencer Township is meeting minimum assessing requirements or may have Kent County take over assessing. Motion was made to keep our assessing internal by Baas and supported by Wood. Role call: Yes, Lange, Baas, Wright, Wood and Knape. No, none. Motion passed unanimously.

b. Appoint

1. Inspectors

A. Building; Knapp left room for other board members to discuss possibly hiring him as building inspector. Baas presented a list of all open building permits that previous building inspectors left open. List included about 60 expired permits dated back to 2012. Also another 40 issued open permits. Showing that they will be a lot of work to check into all these and clean this list up. Baas recommended hiring Knapp as building inspector with Wood seconded. All in favor. Motion passed. Baas suggested to pay Knapp \$100 per permit from this list to go finalize because Knapp's name will be on the permit as finalizing it. Baas motioned to pay the \$100 & Wood seconded. All in favor. Knapp was asked to return. He was told of our decisions.

B. Electrical – Colt Jacobs was presented. Wood motioned, Lange seconded. All in favor.

C. Plumbing – Jeff Biegalle was presented. Wood motioned, Lange seconded. All in favor.

D. Mechanical - Jeff Biegalle was presented. Wood motioned, Lange seconded. All in favor.

2. Attorney – Mika Meyers was presented. Wood motioned, Lange seconded. All in favor.

3. Engineer – Dan Hula was presented. Wood motioned, Lange seconded. All in favor.

4. Auditor – Doug Woolburg was presented. Wood motioned, Lange seconded. All in favor.

**Adjournment**

Motion was made by Wood and supported by Lange at 8:15 pm. Motion carried.