

ORLEANS TOWNSHIP BOARD MEETING

April 28, 2026

Orleans Township Hall

7:00 p.m.

Township Supervisor Rudlaff called the meeting to order at 7:00 p.m. and led with the Pledge of Allegiance followed by the Invocation.

Members present: Barb Colwell, Al Almy, Scott Rudlaff, Melissa Harper and Tonda Rich

Approval of Agenda

Moved by Colwell, supported by Harper, to approve the agenda as presented. Motion carried by voice vote.

Consent Agenda

- a. Approval of March 24, 2026, meeting minutes

Moved by Rich, supported by Almy, to approve March 24, 2026, meeting minutes as presented. Motion carried by voice vote.

- b. Approval of bills and financial statements

Moved by Harper, supported by Colwell, to approve the bills and financials transactions as presented. Motion carried by voice vote.

- c. Amend Budget

Discussion was held regarding budget amendments. Supervisor Rudlaff requested that the quarterly budget amendments only be included on the agenda when an actual budget amendment is necessary.

- d. Approval of Sewer Disbursements for March 2026

Moved by Colwell, supported by Almy, to approve the sewer disbursements as presented. Motion carried by voice vote.

Reports

- a. **Police** – No Report
- b. **Fire Department** – Chief Ron Hill stated there were 20 runs in March 2026. (The report is on file in the Orleans Township Clerk’s Office).
- c. **Assessor Report** – Dean Kohagen reported that everything is looking good at this time. He also asked about the progress of hiring a new Assessor. Supervisor Rudlaff informed him that the matter is included later on the agenda for discussion.
- d. **Long Lake Improvement Board** – No report

- e. **Roads** – The Supervisor informed the board that Blaine from the Ionia County Road Department is currently out due to medical issues. Cody is handling the road department loads and duties at this time during Blaine’s absence.
- f. **Permit Officer** - Al Almy presented the Board with a Permit Activity Report for March 24 – April 28, 2026, noting that a total of Nine permit was issued. (The report is on file in the Orleans Township Clerk’s Office).
- g. **Treasurer/Sewer** – Treasurer Colwell informed the board that the township has received the final tax settlement from the county. She4 also reported that any remaining delinquent taxes have now been forwarded to the county.
- h. **Cemetery** – No Report

New Business

- a. **BS&A Software “cloud version”** – Supervisor Rudlaff informed the Board that the current software system will transition to a cloud-based version effective January 1, 2028. As long as the Township continues using BS&A software, the upgrade to the cloud platform will be required. The Supervisor also informed the Board that he spoke with the company and was able to negotiate an additional; \$1,500 reduction in the cost if the Township moves forward with the upgrade. The Board expressed concerns regarding the overall cost of the software and discussed that the pricing continues to increase the longer the Township waits to commit. Supervisor Rudlaff recommended that the Township make down payment now in order to secure a place on the installation schedule, noting that the transition process can take several months. He also informed the Board that BS&A would need a decision by June 1st, as new pricing for 2027 will take effect after that date and unsure on how much the cost may increase. The Board further discussed when the second payment would be due and how the total cost of the upgrade could be budgeted over multiple fiscal years rather than entirely within one budget year. Treasurer Colwell stated she will would reach out to the County Treasurer to determine which townships are transitioning to the cloud version. After discussion, the Board agreed to table the matter until next meeting.
- b. **Liquor License** – Supervisor Rudlaff discussed a request from a local business owner regarding on-premises alcohol consumption. He explained that the owner already holds liquor licenses allowing the sale of beer, wine, and liquor for off-premises consumption, but is now seeking the proper classification through the Michigan Liquor Control Commission (MLCC) to allow on-premises consumption. The Supervisor stated the owner may be able to obtain a tavern classification, which would allow beer and wine to be served for on-premises consumption without requiring Township ordinance changes. He also explained that if the Township wished to allow on-premises consumption of spirits,

an ordinance may need to be adopted and approved by the County Board of Commissioners.

The Supervisor informed the Board that, before any Township action is considered, the business owner must first determine eligibility for the proper MLCC classification and complete the required business, site, and safety plans through the MLCC approval process. He stated he supports the business owner's efforts to expand the business, provided all state requirements are met.

- c. Assessor** – Supervisor Rudlaff discussed the need to appoint a new assessor and stated that the Board should begin making a decision soon. He informed the board that he had reached out to several certified assessors within the county after obtaining a list from the County. Heather Hoffman was the only assessor who responded, and the Supervisor noted that Ronald Township currently uses her services. Supervisor also stated he had spoken with Tammy from Ronald Township, who spoke highly of Ms. Hoffman and described her as easy to work with. The Board the possibility of inviting her to attend next month's meeting to speak with the Board regarding the position. After discussion, the Board agreed to table voting on the assessor appointment until next meeting.

Old Business

- a. Discuss/Review Treasurer Position** – Treasurer Colwell submitted her resignation letter, effective May 31st, 2026.

Motion by Almy, supported by Harper, will move with appreciation job well done and with regrets we accept the resignation of Barb Colwell as Orleans Township Treasurer. Motion carried by voice vote.

- b. Accounting and Consulting Service** – Clerk Harper stated the Township may not want to move forward with the services at this time due to the possibility of transitioning to the BS&A cloud system. Clerk harper noted that training would likely be provided as part of the cloud transition process, which could make the consulting services unnecessary at this time.

Motion by Rich, supported by Colwell, to table accounting and consulting services indefinitely. Motion carried by voice vote.

Adjournment

Having no further business, Supervisor Rudlaff adjourned the meeting at 8:04 p.m.

Date: April 28, 2026

Melissa Harper, Orleans Township Clerk

The next Orleans Township Board Meeting is scheduled for Tuesday, May 23, 2026, at 7:00 p.m.