

# Negaunee Township 2017-2018 Annual Budget Hearing

March 30, 2017

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## Call to Order

The Budget Hearing of the Negaunee Township Board was called to order at 6:00 p.m. by William Carlson with the Pledge of Allegiance. A Roll Call vote was taken indicating:

Present: William Carlson, Kathy Carlson, Patrick Moyle, Rachel Sertich and Gary Wommer.

Absent: None

## Public Comment

None

## Proposed Budgets

The following proposed budgets were individually reviewed:

- 1) General Fund
- 2) Brownfield Fund
- 3) Community Center Fund
- 4) Fire Fund
- 5) Liquor Fund
- 6) Road Fund
- 7) Sanitation Fund
- 8) Water Fund

Upon motion of Rachel Sertich, seconded by Kathy Carlson, the 2017-2018 *proposed* budgets as presented were approved for presentation at the Township's 2017 Annual Meeting. Motion Carried.

## Truth in Taxation

Upon motion of Kathy Carlson, seconded by Rachel Sertich, it is the intent of the Township Board to levy the following taxes for the 2017-2018 Fiscal Year based on the following levy amounts not to exceed:

Township Operating	1.39480
Community Center	1.99260
Roads	0.97400
Fire	<u>2.50000</u>
TOTAL	6.86140

Motion Carried  
Aye: 5 Nay: 0 Absent: 0

## Annual Salary Schedule

Upon motion of Kathy Carlson, seconded by Gary Wommer, the Negaunee Township Board submits the following salary schedule for the fiscal year commencing April 1, 2017 and ending March 31, 2018 to be approved at the Annual Meeting: Supervisor \$18,000 per year, Clerk \$17,000 per year, Treasurer \$17,000 per year, and Trustee \$5,200 per year. Motion Carried. Aye: 5 Nay: 0 Absent: 0

## Adjournment

No further business appearing and upon motion of Rachel Sertich, seconded by Gary Wommer, the Budget Hearing was adjourned at 6:13 p.m. Motion Carried.

Respectfully submitted,

Rachel Sertich  
Clerk

# Negaunee Township 2017 Annual Meeting

March 30, 2017

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## Call to Order

The Annual Meeting of the Negaunee Township Board was called to order at 6:14 p.m. by William Carlson. A Roll Call vote was taken indicating:

Present: William Carlson, Kathy Carlson, Patrick Moyle, Rachel Sertich and Gary Wommer.

Absent: None

## 2016 Budget & Annual Meeting Minutes

The minutes of the March 24, 2016 Budget Hearing and 2016-2017 2016 Annual Meeting were reviewed. Upon motion of William Carlson, seconded by Rachel Sertich, the minutes as presented were approved. Motion Carried.

## Public Comment

None

## Annual Salary Schedule

Upon motion of Russ Williams, seconded by Al Reynolds, approval was given to set the following Board salary schedule for the fiscal year commencing April 1, 2017 and ending March 31, 2018: Supervisor \$18,000 per year, Clerk \$17,000 per year, Treasurer \$17,000 per year, and Trustee \$5,200 per year. Motion Carried.

## Authorization Resolutions

WHEREAS, the electors of the Township of Negaunee, at its Annual Meeting, empower the Township Board to buy or sell property as deemed in the best interest of the Township;

And, WHEREAS, the Township Board requires a depository for its funds;

And, WHEREAS, the Township desires to appoint Legal Counsel;

And, WHEREAS, the Township desires to appoint an Auditor;

And, WHEREAS, the Township desires to approve checking accounts;

LET IT BE KNOWN that at the 2017 Annual Hearing held on March 30, 2017 the following motions were made and approved:

- 1) **Approve Buying & Selling of Property** Upon motion of Russ Williams, seconded by Al Reynolds, Township officials are empowered to Buy or Sell property as deemed necessary and in the best interest of the Negaunee Township. Aye: 5 Nay: 0 Absent: 0 Motion Carried
- 2) **Designate Depository** Upon motion of Al Reynolds, seconded by Russ Williams, approval was given to appoint Wells Fargo Bank, N.A., Range Bank, and River Valley Bank as depositories for Negaunee Township Funds. Aye: 5 Nay: 0 Absent: 0 Motion Carried
- 3) **Designate Attorney** Upon motion of Russ Williams, seconded by Al Reynolds, approval was given to appoint Kevin Koch and Fahey Schultz Burzych & Rhodes, PLC, as legal counsel for Negaunee Township. Aye: 5 Nay: 0 Absent: 0 Motion Carried
- 4) **Designate Auditors** Upon motion of Al Reynolds, seconded by Russ Williams, approval was given to continue the contract with Cowell & LaPointe as Negaunee Township Auditors for the 2017-2018 Fiscal Year. Aye: 5 Nay: 0 Absent: 0 Motion Carried
- 5) **Approve Township Checking Accounts** Upon motion of Russ Williams, seconded by Al Reynolds, approval was given for the following Township checking accounts:
  - Brownfield Fund Checking Account
  - Community Center Security Deposit Checking Account
  - General Fund "Pooled" Checking Account
  - Tax Fund Checking Account
  - Trust and Agency Checking Account

# Negaunee Township 2017 Annual Meeting

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- Water “Pooled” Checking Account
- Water Operations & Maintenance Checking Account
- Fire Hall Capital Improvement Account

Motion Carried  
Aye: 5 Nay: 0 Absent: 0

## Committee Approvals

Board members reviewed the various Township Committees. Upon motion of Russ Williams, seconded by Al Reynolds, the following individuals are appointed to the Committees indicated, to serve in that capacity until the next Township Annual meeting or until their successor has been appointed, with appropriately staggered terms for the Planning Commission members.

<u>Planning Commission</u>	<u>Zoning Board of Appeals</u>	<u>Board of Review</u>	<u>Brownfield Committee</u>	<u>Wellhead Protection Committee</u>	<u>Personnel Committee</u>
Thyra Karlstrom Lisa Petersen Al Reynolds Jim Thams Gary Wommer (Bd. Liaison) Linda Olsen (Non-Voting Sec)	Steve Laine Eugene Maki Lisa Peterson Linda Olsen (Alternate & Secretary)	Yvonne Clark Bill Michelin Wayne Moilanen	Greg Johnson Kevin Jokinen Mike Lempinen Eugene Maki James Thams Nick Leach, Zoning Admin.	Thyra Karlstrom James Lounds George Saip William Carlson, Sup Russ Williams, Wtr Sup Nick Leach Zoning Admin Linda Olsen (Non-Voting Sec)	Patti LaFond, Comm Ctr Rachel Sertich, Twp Bd Patrick Moyle, Twp Bd Russ Williams, Twp Emp Tiffany Filbrandt, Twp Emp Lisa Petersen, Twp Res.
<u>Community Center Board</u>	<u>Emergency Management Coordinator</u>	<u>Fire Auxiliary</u>	<u>Utility Review Committee</u>		
Patrick Moyle (Bd. Liaison)	William Carlson	Ray Ball William Carlson Earl Pleau	William Carlson		

Motion Carried  
Aye: 5 Nay: 0 Absent: 0

## Budget Approval

Upon motion of Al Reynolds, seconded by Russ Williams, approval was given to adopt the 2017-2018 Fiscal Year Budgets for all funds as approved at the Township Budget Hearing. Motion Carried Aye: 5 Nay: 0 Absent: 0

## Old Business

None

## New Business

None

## Adjournment

No further business appearing and upon motion of Rachel Sertich, seconded by Russ Williams, the Annual Meeting was duly adjourned at 6:25 p.m.

Respectfully submitted,

Rachel Sertich  
Clerk

## Negaunee Township Regular Board Meeting – March 30, 2017

### Call to Order

William Carlson, Township Supervisor, called the meeting to order at 6:30p.m.. Other Board members present included Kathy Carlson, Patrick Moyle, Rachel Sertich and Gary Wommer.

Absent: None

### Agenda

Board members reviewed the Agenda. Upon motion of Gary Wommer, seconded by Rachel Sertich, the revised agenda as presented was approved. Motion Carried.

### Approval of Minutes

Upon motion of Kathy Carlson, seconded by Gary Wommer, the minutes of the Township Regular Board meeting held on February 16, 2017 and the Special Board Meeting held on March 20, 2017, were approved. Motion Carried.

### Public Comment

None

### Old Business

Road Millage Study Gary Wommer (with Mark Daavetila from UP Engineers & Architects also in attendance) reviewed the updated Road Millage Study Report dated March 9, 2017. They noted the plan will be to repair the roads in the worst condition first, and they are working to determine exactly what roads will be included and what the total cost may be. At this time it is anticipated the Township will seek renewal of the 1 mil road mileage to be used for maintenance purposes, with an additional millage to be requested on the November, 2017 ballot to fund improvements. More information will be provided at the April meeting in order to finalize details so information can be provided to Township residents.

### New Business

Attorney Expense– MTA Conference Expense Upon motion of Kathy Carlson, seconded by Rachel Sertich, approval was given to pay \$100 to the Township Attorney, Kevin Koch, towards his attendance at the MTA Legal Seminar April 10, 2017 in Lansing, MI with Richmond Township, Eagle Harbor Township, Spurr Township, Sands Township and Forsyth Township also being asked to contribute. Motion Carried.

Dust Control Agreement – Marquette County Road Commission Upon motion of Patrick Moyle, seconded by Gary Wommer, approval was given for the following Letter of Understanding to be forwarded to the Marquette County Road Commission.

#### Letter of Understand

That the Marquette County Road Commission shall provide dust control for Negaunee Township on a 60/40 cost sharing basis for Totem Pole Road (JAC). The estimated cost is \$319.50 based on the quoted price for dust control material. The estimated usage is 900 gallons of mineral well brine and the cost is \$0.355 per gallon.

Prior to application of the dust control material, Totem Pole Road will be graded to ensure complete and thorough application of the product.

The Township hereby agrees to reimburse the Road Commission for sixty percent (60%) of the cost estimated at \$319.50, with the Township's estimated share being \$191.70, along with an additional 8.5% overhead charge. The Township will be billed for the project upon job completion, adjusted for actual cost.

Motion Carried

Iron Ore Heritage Trail – Letter of Support Upon motion of Gary Wommer, seconded by Patrick Moyle, approval was given for the Township Supervisor to prepare a Letter of Support for the Iron Ore Heritage Trail Authority supporting their application for a Michigan Trust Fund Development Grant to assist with the construction of three weather shelter structures along the Trail system. Motion Carried.

Water Request – Marquette Township The Township Supervisor noted he had been contacted by Marquette Township regarding Negaunee Township possibly assisting with their water system needs. Board members recommended the Supervisor work to obtain additional information regarding the request.

Payroll Deposit The Treasurer had obtained information from Wells Fargo on the cost to put payroll direct deposit into effect at a cost of approximately \$1,000 per year. The item was tabled and Township personnel will continue to work on the issue and will attempt to see if this cost can be reduced.

New Voting Equipment The Clerk noted the State of Michigan will be acquiring new voting equipment in 2017. In order to obtain grants to cover the cost of the purchase, upon motion of Kathy Carlson, seconded by Gary Wommer, the following Resolution was adopted:

**Negaunee Township  
Board Resolution – New Voting System Purchase**

**WHEREAS**, the **Negaunee Township** Board wishes to apply to the Secretary of State for a grant to purchase a new voting system, which includes precinct tabulators, Absent Voter Counting Board (AVCB) tabulators], accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software.

**WHEREAS**, partial funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State-appropriated funds. Local funding obligations are detailed in the attached Dominion Voting System quote.

**WHEREAS**, **Negaunee Township** plans to begin implementation of the new voting system in 2017.

**WHEREAS**, the deadline for submitting the required State Grant Application by Marquette County was March 10, 2017 and local municipalities will be submitting required information after this time.

**NOW, THEREFORE, BE IT RESOLVED** that Rachel Sertich, Negaunee Township Clerk, is authorized to submit this Grant Application on behalf of **Negaunee Township**, Marquette County, Michigan, on this 30<sup>th</sup> day of March, 2017.

Motion Carried  
Aye: 5 Nay: 0 Absent: 0

**Reports**

**Community Center Board** Patrick Moyle, Board Liaison to the Community Center Board, reviewed the minutes of the meeting held on March 2, 2017. Items highlighted included: 1) the building boilers had been inspected, 2) awarded the bid for the new snowmobile to Adventure Center at a cost of \$13,879 with the old machine to be traded-in, and 3) 4% pay raises had been granted to the full-time Custodian and Recreation Director.

**Fire Department Report** Jeff Kontio, Fire Chief, was in attendance and provided a Fire Department report for dated March 30, 2017. Items highlighted included: 1) 9 calls for the month of February (21 year to date), 2) training was PPE and wildfire refreshers, and 3) the Department will be working on new policies.

Chief Kontio also noted construction on the Fire Hall addition is moving along with Flynn Design to be doing the electronics. The electric hookup had taken place to the pole behind the hall versus the panel inside of the Hall, however, this may ultimately make things somewhat easier as the Department is also looking for a generator for their side of the building and this location may make things easier.

**Water Report** Board members reviewed the Water Department Report for February / March 2017 from Water Supervisor, Russ Williams, who was in attendance. Items highlighted included: 1) snow removal was being completed for the hydrants, 2) the Department has been under the demand number for electricity at the well house for 3 months and will attempt to have the \$437.50 monthly demand charge removed, 3) interviews were conducted for the Water Clerk, 4) Roy Anklem from Michigan Rural Water came in to do an energy audit and will be providing ideas on how to have additional savings.

**Clerk Report (Bills, Claims)**

Water fund checks #7896 through #7908 totaling \$3,108.43 were reviewed. Upon motion of Patrick Moyle, seconded by Gary Wommer, the Water Fund checks as presented were approved. Motion Carried.

General Fund checks #26405 through #26613 totaling \$99,192.70, and ACH information for the month of February, 2017 totaling \$11,407.10 were reviewed. Upon motion of Kathy Carlson, seconded by Gary Wommer, the General Fund checks and ACH with a grand total of \$110,599.80 as presented were approved. Motion Carried

**Budget Adjustments** The Clerk recommended budget adjustments for the General, Brownfield, Community Center, Fire, Road, Sanitation and Water Funds. Upon motion of Patrick Moyle, , seconded by Gary Wommer, adjustments for 2016-2017 budget line items were approved – a complete copy of which is maintained in the Clerk’s Township 2016-2017 Budget files. Motion Carried.

**Planning Report** Gary Wommer, Board Liaison to the Planning Committee, and Nick Leach, Zoning Administrator, provided an update on the meetings held on March 7, 2017. Highlights included: 1) continued discussions on leveling and grading, 2) reviewing the Sign Permit to make certain it conforms to the new Ordinance language, 3) review of the John Deere business site plane review, and 4) review and agreement to the two amendments to the Sign Ordinance suggested by the Township Board.

**Assessor’s Report** Susan Bovan, Assessor, provided a written monthly report dated February, 2017. Items highlighted included: 1) 2017 Roll Prep, and 2) Personal Property.

**Treasurer’s Report** Kathy Carlson, Treasurer, provided the Treasurer’s report including: 1) bank balance report as of 2/28/17, 2) 2016 Real Property Taxes returned delinquent, and 3) projects worked on during the month.

**Assess Net Training** Upon motion of Rachel Sertich, seconded by Patrick Moyle, approval was given for Assessor Assistant / Deputy Treasurer Tiffany Filbrandt to attend Assess Net training in Lansing, MI April 10-11, 2017 at a cost not to exceed \$1,000 (including car rental). Motion Carried.

**Tax Net Training** Upon motion of Patrick Moyle, seconded by Rachel Sertich, approval was given for Treasurer Kathy Carlson and Assessor Assistant / Deputy Treasurer Tiffany Filbrandt to attend Tax Net Training in Lansing, MI May 1-2, 2017 at a cost not to exceed \$1,500 (including car rental). Motion Carried.

**Supervisor’s Report** William Carlson, Township Supervisor, provided an update on Township activities since the last Board meeting.

**Wellhead Protection Committee** No update provided. Next meeting is scheduled for April 3, 2017 at 5:30 p.m.

**Brownfield Authority** No update provided.

**Advisory Trail Committee** Al Reynolds noted they are waiting for the weather to improve for any projects on the trail to begin.

**Personnel Committee** No meeting held.

**Emergency Management Report** Mr. Carlson noted address changes had been updated.

### **Correspondence**

- 906 Technology
- Road Projects – MCRC
- Letter to Representative John Kivela on Community Center Board compensation
- Letter for School Bus Sign
- Letter to MBLP regarding Demand Surcharge
- Letter to Resident regarding Garbage Pickup

### **Additional Public Comment**

Russ William thanked Kathy Carlson and Tiffany Filbrandt for all the additional time they have put in with the staff changes in the Treasurer and Assessor offices.

### **Informational Items**

- Central Dispatch
- MCTA
- Marquette Co. Board Resolution
- BSA Schedule
- iPad Policy (used by MCRC)

### **Board Member Comment**

Kathy Carlson noted: 1) Legislative update where Township Supervisor's will be able to conduct wedding ceremonies, and 2) reminded Board members to contact Legislators regarding Dark Store legislation.

### **Next Meetings**

The next scheduled Township Board Meeting will be held on Thursday, April 20, 2017, to be held at 7 p.m. at the Negaunee Township Hall. \*\*\* NOTE DATE CHANGE \*\*\*

### **Adjournment**

No further business appearing and upon motion of Rachel Sertich, seconded by Patrick, Moyle, the meeting was duly adjourned at 8:35 p.m.

Respectfully submitted,

Rachel Sertich  
Negaunee Township Clerk