

Negaunee Township Regular Board Meeting – February 16, 2017

Call to Order

William Carlson, Township Supervisor, called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. 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 Patrick Moyle, seconded by Rachel Sertich, the agenda was approved. Motion Carried.

Approval of Minutes

Board members reviewed the minutes for the Regular Township Board Meeting held on January 12, 2017 and the Special Board Meeting held on January 30, 2017. Upon motion of Gary Wommer, seconded by Patrick Moyle, the minutes as presented were approved. Motion Carried.

Public Comment

None

Old Business

New Hire – Water Clerk The Township Supervisor advised Board members 20+ applications had been received for the Water Clerk position, not including those which were still on file from the opening which had existed in August, 2016. Township staff, including several Board members, will be working to fill the position and will review applications the week of February 13th with interviews to be conducted in the near future.

Personnel Committee Appointment – Employee Member A vote of full-time employees had nominated Tiffany Filbrandt to fill the Employee Representative opening on the Personnel Committee (resulting from Carrie Heard's resignation). Upon motion of Rachel Sertich, seconded by Kathy Carlson, Tiffany Filbrandt was appointed to fill the opening for the Employee Representative on the Negaunee Township Personnel Committee effective immediately. Motion Carried.

New Business

Date Resolution – Board of Review Upon motion of Rachel Sertich, seconded by Gary Wommer, the following Resolution was adopted:

RESOLUTION FOR BOARD OF REVIEW DATES

WHEREAS, the General Property Tax Act, Act 206 of 1893 as amended, allows alternative dates for Board of Review meetings; and

WHEREAS, the Negaunee Township Board of Review wishes to meet on an alternative date in March;

NOW, THEREFORE, IT IS RESOLVED, Negaunee Township sets the Board of Review alternative starting date as follows:

- The initial meeting in March to be the Wednesday following the second Monday in March:

2017 Dates:

- Organization Meeting – 3 pm 3/7/2017
- Board of Review – 9am-3pm, 3/15/2017 (initial meeting)
- Board of Review – 3pm – 9 pm, 3/16/2017

Aye: W. Carlson, K. Carlson, Moyle, Sertich & Wommer
Nay: None
Abstain: None

Motion Carried

Annual Budget Hearing & Annual Meeting Discussion was held regarding the establishing the date and time for the Township's Budget Hearing and Annual Meeting. Upon motion of Rachel Sertich, seconded by Kathy Carlson, the following Resolution was adopted:

WHEREAS it is in the best interest of the Township of Negaunee to hold a Budget Hearing and Annual Meeting in 2017, the Negaunee Township Board resolves that such a Budget Hearing and Annual Meeting will be held. The Budget Hearing is scheduled to be held on Thursday, March 30, 2017 at 6:00 p.m. to be followed immediately by the Annual Meeting. The purpose of the meeting will be a review of various budgets, empowering the Township Board to buy and sell property, designation of a Township attorney, and such other business traditionally constituting an agenda for such annual budget hearing.

Aye: W. Carlson, K. Carlson, Moyle, Sertich & Wommer
Nay: None
Abstain: None

Motion Carried

Annual Salary Schedule Discussion was held regarding annual Board salaries. Upon motion Gary Wommer, seconded by Patrick Moyle, the following Resolution was adopted:

WHEREAS it is the obligation of the Township Board to establish a suitable salary schedule for its officials for presentation at an annual budget hearing, the Negaunee Township Board submits the following 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.

Aye: W. Carlson, K. Carlson, Moyle, Sertich & Wommer
Nay: None
Abstain: None

Motion Carried

Poverty Exemption Guidelines Upon motion of Kathy Carlson, seconded by Patrick Moyle, the following Poverty Exemption guidelines were approved:

**TOWNSHIP OF NEGAUNEE, MICHIGAN
BOARD RESOLUTION REGARDING POVERTY EXEMPTION APPEALS**

WHEREAS, P.A. 390 of 1994, which amended Section 7u of Act 206 of the Public Acts of 1893, as amended by Act 313 of the Public Acts of 1993, being Section 211.7u of the Michigan Compiled Laws, requires the governing body of the assessing unit to determine and make available to the public the policy and guidelines for the granting of poverty exemptions under MCL 211.70;

NOW, THEREFORE, BE IT RESOLVED, that to be eligible for a poverty exemption pursuant to MCL 211.7u in the Township of Negaunee, Michigan, a person must be the owner and must occupy the property as a homestead, as defined, for which the exemption is

requested; file a completed and notarized application; file copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit forms and/or Statement of benefits Paid from Michigan Department of Social Services or Social Security Administration; meet local (Township of Negaunee) poverty income standards;

BE IT FURTHER RESOLVED, that the applicant must have an annual adjusted income less than the amounts shown in Attachment A (shown below);

**ATTACHMENT A
2017 Federal Poverty Income Guidelines**

Size of Family/Household	Maximum Total Income
1	\$11,880
2	\$16,020
3	\$20,160
4	\$24,300
5	\$28,440
6	\$32,580
7	\$36,730
8	\$40,890
Additional Person(s).....	\$5,200

BE IT FURTHER RESOLVED, that the applicant must have an annual taxable and/or non-taxable dividend income less than \$3,000;

BE IT FURTHER RESOLVED, that the applicant’s asset level, excluding the homestead, may not exceed \$50,000;

BE IT FURTHER RESOLVED, that the applicant may not have ownership interest in any real estate other than the homestead;

BE IT FURTHER RESOLVED, that a poverty exemption may be granted for only one year (1 year) at a time;

BE IT FURTHER RESOLVED, that for the 2017 tax year the Township of Negaunee, Michigan, Board of Review will begin its proceeding on Wednesday, March 15, 2017;

BE IT FURTHER RESOLVED, that the board of review shall request identification of the applicant and/or proof of ownership of the homestead under consideration for poverty exemption request;

BE IT FURTHER RESOLVED, that the completed poverty exemption application must be filed after January 1, but before the day prior to the last day of the Board of Review in the year for which exemption is sought;

BE IT FURTHER RESOLVED, that the board of review shall administer an oath wherein the applicant testifies as to the accuracy of the information provided;

BE IT FURTHER RESOLVED, that the Board of Review may deviate from the established policy and guidelines only for substantial and compelling reasons. The applicant will be notified, in writing, the reasons for deviating from the policy and guidelines for poverty exemption;

BE IT FURTHER RESOLVED, that to conform to the provisions of P.A. 390 of 1994, this resolution is hereby given immediate effect.

Aye: W. Carlson, K. Carlson, Moyle, Sertich & Wommer
Nay: None
Abstain: None

Motion Carried

Road Maintenance The Township Supervisor informed Board members due to the unseasonably warm weather the Marquette County Road Commission would be implementing road restrictions. In addition, the Road Commission was seeking information from municipalities with regards to maintenance projects for 2017.

Document Destruction Information from the Marquette County Solid Waste Management Authority (MCSWMA) was reviewed regarding document destruction. Upon motion of Kathy Carlson, seconded by Patrick Moyle, approval was given for Negaunee Township to work with the MCSWMA for the destruction of Township aged documents while working in accordance with the State of Michigan record retention schedule. Motion Carried.

Lake Superior Community Partnership (LSCP) Project Triage LSCP Project Triage was discussed regarding the impact of the closure of the Empire Mine and future closure of the WE Presque Isle Plant and the Eagle Mine. The Supervisor will work to obtain additional information about the project and what it specifically entails.

906 Technologies Service Contract A copy of Preventative Maintenance Service Contract with 906 Technologies was provided to Board members. The document will be provided to Township Attorney Kevin Koch and will be brought back to the Board at the March, 2017 meeting along with the attorney's recommendation.

Assessor Hotel Reimbursement An invoice from the Radisson Hotel in Lansing, MI for \$487.68 (\$515.16 less \$27.48 6% sales tax exemption) was reviewed. The reservation for the room had been made for the Assessor's attendance at the O'Dovero Tax Tribunal, but the trip was cancelled as the O'Dovero tax issue resolved. However, the Radisson had provided the discounted rate for the reservation as non-refundable. The Assessor was not knowledgeable of this requirement. After further discussion and upon motion of Rachel Sertich, seconded by Gary Wommer, approval was given to reimburse the Assessor \$487.68 for the cost of the room reservation at the Lansing Radisson Hotel. Motion Carried.

Reports

Community Center Board Patrick Moyle, Board Liaison to the Community Center Board (CCB), provided an update on their meeting held on February 2, 2017. Highlights included: 1) security cameras had been installed inside and outside of the Township Hall's main entrance, 2) the ice rink is back up and running after being closed temporarily due to warm weather, 3) a revised Rental Contract was distributed to members for review at the March, 2017 meeting, 4) the updated budget revisions to match the figures provided in November were approved (previous line items in the meeting minutes did not balance), and 5) the Board welcomed Tommy Spencer and Dale Rogers as new members.

Community Center Act – Amendment for Board Compensation Upon motion of Kathy Carlson, seconded by Rachel Sertich, the Township Supervisor was authorized to send a formal letter to State Representatives (with a copy to the Community Center Board and Judy Allen from the Michigan Township Association) recommending compensation be allowed for Community Center Board members and requesting work continue for State of Michigan legislators to pass an amendment to the Act to allow this to occur. Motion Carried

Fire Department Report The Fire Department report dated February 9, 2017 was reviewed. Items highlighted included: 1) 12 calls for the month of January (12 calls year to date), 2) training for the month was forcible entry door and window construction, 3) the building expansion project continues to moving along with wall studs in place and wiring taking place, and 4) the Township Supervisor reminded Board members of the Annual Department Dinner to be held at 6 p.m. on Saturday, February 11, 2017.

Water Report Water Supervisor, Russ Williams, discussed operations of the Water Department and reviewed his report for January, 2017. He noted: 1) he continues to work with Mike Foley from Coleman Engineering is assisting with work on water hydraulics at the Eagle Mills site, 2) electric costs at the pump house continue to decline and he will work to continue to fine tune the variable frequency drives, 3) work is being done to remove snow surrounding the fire hydrants, 4) work is underway to seek

a replacement for the Water Clerk, and 5) annual water pumpage and cross connection reports have been submitted to the Michigan DEQ.

The Water Superior also noted the Department is reviewing the possibility of having a promotion to temporarily reduce the cost of access to the Township water main in order to encourage new service. It was noted this would be reviewed during the budget work sessions and revisited at the March, 2017 Board meeting.

Clerk Report(Bills, Claims)

Water fund checks #7872 through #7886 totaling \$32,342.22 were reviewed. Upon motion of Kathy Carlson, seconded by Gary Wommer, the Water fund checks as presented were approved. Motion Carried.

General Fund checks #26386 through #26494 totaling \$84,695.87 were reviewed along with ACH items for the month of January, 2017 totaling \$27,205.52 for a Grand Total of \$111,901.39. Upon motion of Patrick Moyle, seconded by Gary Wommer, the General Fund checks and ACH items as presented were approved. Motion Carried.

Planning Report Gary Wommer, Board Liaison, and Nick Leach, Zoning Administrator, noted the February, 2017 meeting had been cancelled due to poor weather and was rescheduled for February 14, 2017.

Sign Ordinance Board members reviewed the draft Sign Ordinance which had been reviewed by Marquette County and had gone through a Public Hearing in January, 2017. The Zoning Administrator noted several revisions needed to be made including the allowed size of ingress / egress signs and information on billboards. The Planning Commission had recommended the Sign Ordinance be approved by the Township Board. Upon motion of Gary Wommer, seconded by Rachel Sertich, approval was given to adopted the Negaunee Township Sign Ordinance with revisions. Motion Carried.

Zoning Ordinance Revisions A document of Zoning Ordinance changes / revisions was reviewed. This items had been reviewed at the January, 2017 Planning Commission Public Hearing with the revisions recommended for adoption. Upon motion of Rachel Sertich, seconded by Kathy Carlson, the Zoning Revisions reviewed at the 1/10/17 Public Hearing and as recommended for approval by the Planning Commission were adopted. Motion Carried.

Assessor's Report A written Assessor Report for the month January, 2017 was reviewed. Items highlighted included: 1) 2017 Roll Prep, and 2) Personal Property. In addition, the Consent Judgment regarding the Tax Tribunal issue with O'Dovero Properties was also provided.

Treasurer's Report Kathy Carlson, Treasurer, provided the following highlights: 1) she is working to obtain information from Wells Fargo bank on direct payroll deposit, 2) she filed a Small Claims issue for an unpaid Township Hall rental, and 3) tax collection is in high gear moving towards the February 28, 2017 settlement date with Marquette County.

BS&A Software Update Board members reviewed a quote from BS&A to install and upgrade the Township's tax software (from Pervasive to .NET) along with providing the necessary training for Township personnel. Upon motion of Rachel Sertich, seconded by Patrick Moyle, approval was given for the BS&A software upgrade, including installation and training, at a cost of \$2,760. Motion Carried.

Gov-Pay.Net A representative from Gov-Pay.Net had met with the Township Treasurer and staff to discuss the services Gov-Pay.net can provide, allowing Township bills to be paid via bank debit / credit cards. There would be no fees to the Township (paid by the consumer as an assessed payment fee) and can either being used on-site or over the phone. The Township would receive a card reader, and payments would appear in the Township's bank account within 24-28 hours. Set up would take approximately 3 weeks. Upon motion of Rachel Sertich, seconded by

Patrick Moyle, approval was given for the Township Treasurer to move forward with the setup of Gov-Pay.Net for payment of Township billings. Motion Carried.

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

Road Study Gary Wommer reviewed updated information from UP Engineering & Architects (UPEA) regarding the Road Study and projects which may have priority. It is recommended a decision be made by July, 2017 as to how the Township wishes to proceed as any millage request would need to be provided to the County Clerk by mid-August.

In addition, with the Marquette County Road Commission seeking information from municipalities for potential projects in 2017, it was recommended the Township Supervisor obtain chipseal and crackfill estimates (as designated by the UPEA noted fix) for Horseshoe Lake Circle, Hardwood Lane and Superior View Lane.

Brownfield Authority Nick Leach, Zoning & Brownfield Administrator, noted there was no Brownfield update to provide.

Wellhead Protection Committee The Township Supervisor noted the Committee continues to work to develop a video for wellhead protection and will be working with CUPPAD on the same.

Advisory Trial Committee No update was provided..

Personnel Committee Rachel Sertich, Chairperson, noted no Committee meeting had been held but one may be scheduled for April with the start of the new fiscal year.

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

Correspondence

- Bond Information
- O'Dovero Properties – Industrial Park Road Payment

Public Comment

None

Informational Items

- Wireless Network Facilities
- Medical Marijuana
- MCRC Special Meeting
- North Country Email

Board Member Comments

None

Next Meetings

The next regularly scheduled Township Board Meeting will be held on Thursday, March 30, 2017 beginning at 6:00 p.m. with the Budget Hearing, following immediately by the Township's 2017 Annual Meeting followed immediately the Regular Township Board Meeting. ****NOTE DATE CHANGE****

Adjournment

No further business appearing and upon motion of Rachel Sertich, seconded by Kathy Carlson, the meeting was duly adjourned at 9:28 p.m.

Respectfully submitted,

Rachel Sertich
Negaunee Township Clerk