

Negaunee Township Regular Board Meeting – February 20, 2019

Call to Order

William Carlson, Township Supervisor, called the meeting to order at 7:00p.m. with the Pledge of Allegiance. Other Board members present included Kathleen Carlson, Patrick Moyle, Rachel Sertich and Gary Wommer.

Absent

None

Agenda

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

Approval of Minutes

Board members reviewed the revised minutes for the Regular Board Meeting held on January 10, 2019 where a typographical error had been corrected. Upon motion of Patrick Moyle, seconded by Kathy Carlson, the revised minutes were approved. Motion Carried.

Public Comment

None

Carpenter's Union Building - Water Main Extension Bids

John Paul Pietila from Traverse Engineering was on hand to discuss the bids received on February 12, 2019 for the US-41 water main extension to the new Carpenter's Union Building. The bids received included:

Jake's Excavating & Landscaping, Inc.	\$ 393,795.70
Smith Construction, Inc.	\$ 402,371.25
Oberstar Excavating, Inc.	\$ 530,306.25
Bacco Construction Co.	\$ 532,146.00
A. Lindberg & Son, Inc.	\$ 568,855.00
FA Industrial Services, Inc.	\$ 698,761.05

The Township Supervisor noted after contacting some of the references for Jake's Excavating, issues had been noted. It was also pointed out the bid states, "*The Negaunee Township Board reserves the right to waive any informality or to reject any or all bids.*" Gary Wommer commented Smith Construction had been responsive as far as the road project was concerned. In addition, Bacco would be subcontracted by Smith to conduct the jack and bore for the project. After further discussion and upon the motion of Gary Wommer, seconded by Patrick Moyle, approval was given to award the bid for the water main extension to the new Carpenter's Union building to Smith Construction, Inc. at a cost of \$402,371.25. Motion Carried.

Old Business

Township Legal Services Board members reviewed an engagement letter from Fahey Schultz et al and Casselman & Henderson, PC (local firm in Marquette, MI) to continue legal representation for Negaunee Township for the upcoming fiscal year. Upon motion of Patrick Moyle, seconded by Gary Wommer, approval was given for the Township to be represented by Fahey Schultz et al and Casselman & Henderson, PC for the 2019-2020 fiscal year, but for the Board to place this item for bids at the time of the next renewal. Motion Carried.

Tire Collection Grant Site The Township Supervisor indicated he had not yet heard back regarding the Tire Collection. The Township Board members requested he reach out to Josh Wales, project point of contact, to continue to pursue the collection at the Township Hall site.

Pump House Generator Russ Williams, Water Supervisor, noted the generator had been installed at the pump house and had already been used on two occasions with the winter storm related power outages.

Township Manager Position It was noted the Job Description for the Township Manager position would be discussed under Reports – Personnel Committee.

Hoist Road Bid It was noted the bid for the Hoist Road construction project was due on Thursday, February 28, 2019 at 10:00 a.m. This is the last job of the new road millage projects. The cost to the Township is estimated to be \$465,000.

Computer Upgrade Treasurer Kathy Carlson noted with the recent computer upgrade, several computers no longer had access to Publisher software. Three individuals used the software frequently to prepare items, including the semi-annual Township Newsletter. The additional cost to the Township would only be the difference between the initial software cost and the new software cost, plus installation. Upon motion of Patrick Moyle, seconded by Rachel Sertich, approval was given to upgrade 3 Township computers to Microsoft Office Professional 2019 at a cost of \$539.97 plus installation. Motion Carried.

Appointment – Township Supervisor With Township Supervisor William Carlson’s retirement / resignation effective 3/31/19, Board members discussed the fact only one application had been received to serve out the remaining term for the position. The application was from Trustee Gary Wommer. Upon motion of Kathy Carlson, seconded by Rachel Sertich, Gary Wommer was appointed as Negaunee Township Supervisor to serve out the remaining term from April 1, 2019 to November 20, 2020. Motion Carried.

Advertisement – Township Trustee Upon motion of Kathy Carlson, seconded by Rachel Sertich, approval was given for the Township to advertise for the position of Township Trustee to serve out the term through November 20, 2020, with applications to be accepted by 2 p.m. on Thursday, March 21, 2019. Motion Carried.

New Business

Annual Salary Schedule Discussion was held regarding annual Board salaries. As in previous years and due to the continued strain on Township revenues, Board members once again felt it prudent to maintain current salary levels for the upcoming fiscal year. Upon motion of Rachel Sertich, 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, 2019 and ending March 31, 2020: Supervisor \$20,000 per year, Clerk \$19,000 per year, Treasurer \$19,000 per year, and Trustee \$7,500 per year.

Motion Carried

Aye: W. Carlson, K. Carlson, Moyle, Sertich & Wommer

Nay: None

Absent: None

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 Patrick Moyle, 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 2019, the Negaunee Township Board resolves that such a Budget Hearing and Annual Meeting will be held. That Budget Hearing is scheduled to be held on Thursday, March 28, 2019, 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.

Motion Carried

Aye: W. Carlson, K. Carlson, Moyle, Sertich &

Wommer

Nay: None

Absent: None

Poverty Resolution Upon motion of Rachel Sertich, seconded by Patrick Moyle, the following Poverty Resolution was adopted:

**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 (General Law 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
2019 Federal Poverty Income Guidelines
Size of Family/Household Maximum Total Income**

1	\$
2	\$
3	\$
4	\$
5	\$ <To be Completed>
6	\$
7	\$
8	\$
Additional Person(s)	\$

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 2016 tax year the Township of Negaunee, Michigan, Board of Review will begin its proceeding on Monday, March 14, 2016;

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.

Motion Carried

Aye: W. Carlson, K. Carlson, Moyle, Sertich & Wommer

Nay: None

Absent: None

Poverty Exemption Standards Upon motion of Kathy Carlson, seconded by Patrick Moyle, the following Resolution Adopting Poverty Exemption Standards was approved:

**TOWNSHIP OF NEGAUNEE
RESOLUTION ADOPTING
POVERTY EXEMPTION STANDARDS**

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the township board; and

WHEREAS, the homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994(MCL 211.7u); and

WHEREAS, pursuant to PA 390, 1994 **Negaunee Township, Marquette County** adopts the following guidelines for the supervisor and board of review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- 2) File a claim with the supervisor or board of review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) Produce a valid drivers' license or other form of identification if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
- 5) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget. NOTE: If you plan to adopt guidelines other than those stated, the alternative guidelines adopted by your unit cannot provide income eligibility requirements less than the federal guidelines.
- 6) The application for an exemption shall be filed after January 1, but before the day prior to the last day of board of review.
- 7) Any additional eligibility requirements as determined by the township board;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant.

The foregoing resolution offered by Board Member Rachel Sertich, supported by Board Member Patrick Moyle, upon roll call vote, the following voted

Motion Carried
Aye: W. Carlson, K. Carlson, Moyle, Sertich & Wommer
Nay: None
Absent: None

Resolution - Board of Review Dates Upon motion of Rachel Sertich, seconded by Patrick Moyle, 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 the Board of Review meeting; 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 dates as follows:

2019 Dates / Times

Organizational Meeting	3/5/2019 – 3 p.m.
Board of Review	3/12/2019 – 9 a.m. to 3 p.m.
Board of Review	3/13/2019 – 3 p.m. to 9 p.m.

Motion Carried
Aye: W. Carlson, K. Carlson, Moyle, Sertich & Wommer
Nay: None
Absent: None

RFP – Audit Services Upon motion of Kathy Carlson, seconded by Rachel Sertich, approval was given to republish the RFP for annual Township Audit Services, with bids to be received by 2 p.m. on Thursday, March 21, 2019. Motion Carried.

North Country Disposal – Quarterly Review The Supervisor noted he had reviewed fuel prices per the contract with North Country Disposal. The baseline will remain at \$3.09. The COLA increase for 2019 will be 2.8% or \$212.49 per month. Effective 7/1/19 the new monthly rate will be \$7,973.68.

2019 MCTA Dues Upon motion of Kathy Carlson, seconded by Patrick Moyle, approval was given for the payment of the Marquette County Township Association 2019 Annual Dues in the amount of \$259.00, with an additional advertising cost of approximately \$90.00 for the publication of the Board of Review date and time information. Motion Carried.

Newsletter Cost Distribution Board members discussed the semi-annual Township Newsletter and distributing the cost to various Funds / Departments. The last Newsletter cost \$1,145 to prepare and \$143 was distributed amongst 8 units. It was noted this will continue in the future, but each unit should be advised of the cost in advance and given the opportunity to include information in the Newsletter.

Acceptance of Payments by Financial Transaction Device The Board reviewed a Resolution for accepting payments by financial transaction devices. Upon motion of Rachel Sertich, seconded by Gary Wommer, the following Resolution was adopted:

**RESOLUTION FOR THE ACCEPTANCE OF PAYMENTS
BY FINANCIAL TRANSACTION DEVICE**

WHEREAS, Public Act 280 of 1995, MCL 129.221, et seq., authorizes a Township Board to adopt a resolution authorizing the acceptance of payments by financial transaction devices; and

WHEREAS, it has been determined by the Treasurer or Treasurer designee of Negaunee Township that acceptable financial transaction devices include:

- Visa
- Mastercard
- Discover
- American Express
- Any other major credit card
- Debit cards, or electronic fund transfers from: State of Michigan, National Weather Service, METSO, Charter

AND WHEREAS, the financial transaction devices that may be accepted comply with the Township’s depository resolution under MCL 129.12 of the Michigan Compiled Laws,

NOW THEREFORE BE IT RESOLVED, Negaunee Township Board authorizes the use of financial transaction devices and authorizes the treasurer to proceed to implement their use according to the following policy:

Financial transactions that may be made by a financial transmission device shall include:

- Real and personal property taxes
- Special assessments payments
- Water and sewer payments
- Zoning permits
- Building permits
- Burial rights certificates
- Transactions within the township offices.

All departments are authorized to accept such payments by financial transaction devices.

Acceptance of payments by financial transaction device will be at absolutely no cost to Negaunee Township. There will be no fee, software or hardware liability. Any service fees that are charged will be to the cardholders electing to use the payment options and are fully disclosed in accordance with card association rules. Credit card usage fees will be processed by the processor.

Motion Carried

Aye: W. Carlson, K. Carlson, Moyle, Sertich & Wommer

Nay: None

Absent: None

Credit Card Use Policy Upon motion of Patrick Moyle, seconded by Rachel Sertich, approval was given to adopt the Negaunee Township Credit Card Use Policy effective immediately.

Reports

Community Center Board (CCB) Patrick Moyle, CCB Liaison, noted no meeting was held due to the lack of a quorum.

Recreation Committee Patrick Moyle, Recreation Committee Liaison, noted no meeting was held due to the lack of a quorum.

Kylie Muladore – Committee Termination Board members discussed Kylie Muladore’s lack of attendance at the Recreation Committee meetings. The Duties & Responsibilities for the Committee

note after three consecutive unexcused absences a member may be removed from the Committee. Ms. Muladore had not been in attendance since October, 2018. Upon motion of Kathy Carlson, seconded by Rachel Sertich, Kylie Muladore was removed as a member of the Negaunee Township Recreation Committee effective immediately, with the Township Supervisor to forward correspondence noting the termination. Motion Carried.

Fire Department Report Jeff Kontio, Fire Chief, Fire Chief, was in attendance and reviewed the Fire Department report dated February 20, 2019. Highlights included 1) 8 calls for the month of January, 2019 (8 year-to-date), 2) training tour at the new UMERC generating plant, 3) they are in the process of setting up the Fire Hall with a back up generator, 4) for the Township Hall to be an emergency shelter it needs to have a generator which services the entire facility, and 5) they are looking at starting a radio replacement program.

Fire Department Radios Discussion was held regarding the Fire Department starting a radio replacement program. It was noted there is only one vendor available locally due to the protected sales area (next dealer is 6+ hours away). Upon motion of Gary Wommer, seconded by Patrick Moyle, the Negaunee Township Fire Department was authorized to acquire 5 EF Johnson VP 6430 radios including chargers, remote speakers and activation at a cost of \$14,593 plus shipping costs. Motion Carried.

Water Report The Water Report for January, 2019 was reviewed by Water Supervisor Russ Williams. Highlights included: 1) continued work clearing snow from the fire hydrants due to the heavy snowfall, 2) the new pump house generator was on line and had been put to use twice in the last several weeks due to power outages, 3) work continuing for the new US 41 crossing for the Carpenters building and bids had been sent out for the project, 4) there are 4 accounts on let runs, and 5) the water quality issue at 4 Sawmill Road had been resolved and had resulted from Semco having installed cathodic protection anodes in close proximity to the water service line.

Clerk Report (Bills, Claims)

Water Fund Checks #8268 through #8284 totaling \$10,380.36. Upon motion of Patrick Moyle, seconded by Kathy Carlson, the Water fund checks as presented were approved. Motion carried.

General Fund mBank Direct Deposit items #1102 through #1123 totaling \$23,347.55, checks #2204 through #2321 totaling \$112,449.27, along with mBank ACH information for the month of January, 2019 totaling \$52,751.82 were reviewed. Upon motion of Gary Wommer, seconded by Patrick Moyle, General Fund direct deposit, checks and ACH items with a grand total of \$188,548.84 as presented were approved. Motion Carried.

Planning Report Nick Leach, Zoning Administrator, and Gary Wommer, Board Liaison, noted the February, 2019 meeting had been cancelled due to weather. The next meeting is scheduled for March, 2019.

Assessor's Report A written report from Township Assessor, Susan Bovan, dated February 7 2019 was reviewed. Highlights included: 1) 2019 Roll Prep, 2) Personal Property, and 3) UMERC facility.

Treasurer's Report A written report from Treasurer, Kathy Carlson, dated February 20, 2019 was reviewed by the Board members. Highlights included: 1) continued work on Township Board Policies, 2) assisting the Personnel Committee with job descriptions, 3) working with 906 Technologies on laptop computers for Board members, 4) work on 2018 Summer & Winter Tax collection / disbursement, 5) meeting attendance, 6) training attendance, and 6) bank account balances totaling \$3,635,648.79 as of 1/31/19.

FOIA Policy Update The Treasurer noted the Township's FOIA Policy should be updated due to changes which have been made over the last several years. To update it properly the Township may need to work with the attorneys. She will look into this and will work to bring something before the Board in the near future.

Supervisor's Report The Supervisor provided an update on his project work flow and various meetings attended since the January Board meeting, including working on the various fund budgets for 2019-2020.

Road Projects Gary Wommer provided an update on the Co. Rd. 510 extension to US 41, including initial

contact with property owners. The Marquette County Road Commission has this project in their budget for Fiscal Year 2021. He also noted there is a possibility of grant funding for the project.

Brownfield Authority The Sawmill Road house has been completed, and the Township will begin to capture taxes next tax period.

Wellhead Protection Committee A meeting will be held in the next few weeks to establish the Committee's Duties and Responsibilities.

Advisory Trail Committee The group is waiting to hear if the grant for the new trailhead had been approved.

Personnel Committee Rachel Sertich, Chairperson of the Personnel Committee, reviewed the minutes of the meeting held on January 29, 2019. The Committee had reviewed updated job descriptions for the Personnel Policy (including Township Manager), and recommended to the Township Board the descriptions be adopted.

Job Descriptions – Personnel Policy Board members reviewed the updated job descriptions. Upon motion of Patrick Moyle, seconded by Kathy Carlson, the updated Negaunee Township Job Descriptions were approved for inclusion in the Personnel Policy. Motion Carried.

Township Manager Position Upon motion of Kathy Carlson, seconded by Gary Wommer, approval was given for the Township to advertise for the position of a Township Manager, with applications to be received by 2 p.m. on Thursday, March 21, 2019. Motion Carried.

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

Correspondence

- RFP – Auditor
- Letter – Becky Walk (Garbage collection policy)
- Letter – Jeffrey Rappette (Garbage collection policy)

Public Comment

Jeff Kontio, Heritage Drive in Negaunee Township, informed the Board members Dale Rogers had been named Marquette Firefighter of the Year and will be honored at the Annual Pigs-n-Heat hockey game to be held on March 13, 2019.

Information Item

- MCTA Minutes 10/24/18
- Central Dispatch Meeting Information – 1/17/19

Board Member Comments

Kathy Carlson noted: 1) she had met with the Governor and Lt. Governor during the Sled Dog race festivities, and they were interested in attending the Open Houses for UMERC and the Carpenter's Union building, and 2) Congratulations to the Fire Department members who were recognized at the annual dinner.

Gary Wommer noted in speaking with John Estes he had gone to the UMERC site to assess the sound situation, using an app on his phone which measures decibels. It was 41 decibels at the fence line, below the 50 which was the target level. He also noted tentatively there will be an Open House held in June, 2019.

Next meeting

The next regularly scheduled Township Board Meeting will be held on Thursday, March 28, 2019, at the Negaunee Township Hall beginning at 6 p.m. with the Annual Budget Hearing, followed immediately by the Annual Meeting, followed immediately by the regular monthly Board meeting. *** NOTE DATE & TIME CHANGE ***

Adjournment

With no further business appearing and upon motion of Patrick Moyle, seconded by Gary Wommer, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Rachel Sertich
Negaunee Township Clerk