

Negaunee Township Board Meeting – March 24, 2011

Call to Order

William Carlson, Township Supervisor, called the meeting to order at 6:25 p.m.. Other Board members present included John Ennett, Carl Nurmi, Rachel Sertich and Duane Soine.

Absent: None

Agenda

Board members reviewed the “amended” agenda which had been distributed prior to the Board meeting. In addition, the Township Supervisor deleted item #3(d) – Invoice Membership – NATS Spring Conference. Upon motion of John Ennett, seconded by Carl Nurmi, the amended agenda as presented was approved. Motion Carried.

Approval of Minutes

Board members reviewed draft minutes for the Regular Board Meeting held on February 10, 2011 and the Special Board Meeting held on February 22, 2011. Upon motion of Duane Soine, seconded by Carl Nurmi, the minutes as presented were approved. Motion Carried.

Public Comment

None

Reports

Community Center Board Duane Soine and Patti LaFond provided an updated for the Community Center Board meeting held on March 3, 2011.

Michigan Natural Resources Trust Fund Application / Resolution of Support The main item discussed at the Community Center meeting was the Michigan Natural Resources Trust Fund application for land acquisition. Bill Sanders from U.P. Engineers & Architects was also in attendance at the Township Board meeting to discuss the application.

Since the March 3rd meeting, Heartwood had provided a cost of \$350,000 for 176.84 acres (approximately \$1,980 per acre). This price was much higher than the \$1,100 per acre paid for land by the Iron Ore Heritage Trail or the maximum price of \$1,500 which had been anticipated by the Community Center Board.

If the MNRTF grant was approved, it would provide 74% of the state appraised value, with the Township being responsible for the remaining 26%. At a cost of \$1,500 per acre the total cost would be \$265,260, with the grant funding approximately \$196,293 and the Township Community Center Board funding Community Center Board funding approximately \$68,968.

Upon motion of Carl Nurmi, seconded by John Ennett, the following Resolution was adopted:

**Resolution of Support
for
Negaunee Township Application to the Michigan Department of Natural Resources
in regards to
Michigan Natural Resources Trust Fund (MNRTF)**

WHEREAS, Negaunee Township is seeking grant funding for acquisition of lands for the Negaunee Township recreation trails, and,

WHEREAS, the Negaunee Township Board is strongly in support of improving the trail system through the purchase of lands for protecting and enhancing the trail system, and

WHEREAS, the Negaunee Township Board strongly supports the financial commitment to the project in the amount of at least 26% of the total overall cost of acquisition plus administrative efforts related to the acquisition process.

NOW, THEREFORE, BE IT RESOLVED, the Negaunee Township Board strongly supports the MNRTF grant application for the acquisition of lands for the Negaunee Township Recreation Trails.

Motion Carried

Aye: 5 Nay: 0 Absent: 0

Fire Department Report The Fire Department for February, 2011 was provided by Jeff Kontio, Fire Chief. Items highlighted included: 1) 6 Fire / EMS calls for the month, and 2) training for the month had consisted of accident scene safety, including traffic awareness and control.

Water Report Mike Adams, Water Department Supervisor, was on hand to the current status of the Water Department. Items highlighted included: 1) "let runs" had been terminated as the frost level should no longer impact these services, 2) it was noted no water freeze-ups had occurred during the winter months, 3) an order had been placed for new residential meters.

Penalty - 57 Forest Drive Water Service Board members reviewed correspondence from the Carlson's at 57 Forest Drive regarding a late penalty in the amount of \$13.92. The customer indicated they had not received recent billings and only became aware of the problem when they received a shut-off notice. The customer had been on the system since 1984 and had never been past due in their 27 year history. In addition, upon notification of the delinquency the balance had been paid in full, with the exception of the \$13.92 penalty – with the request the penalty be removed from their billing. Upon motion of Duane Soine, seconded by Carl Nurmi, approval was given to remove the \$13.92 penalty from the water service at 57 Forest Drive due to the customers 27 year history, with the understanding any future penalties would not be waived. Motion Carried *with John Ennett casting a negative vote.*

Water Conference Upon motion of John Ennett, seconded by Rachel Sertich, approval was given for Mike Adams to attend a Water Conference in March May 3rd and 4th, 2011, at a cost of \$90.00. Motion Carried.

Large Water Meters Board members once again discussed updating the water meters at Fabco and the Marquette County Health Department. The Water Department wished to acquire meters from the same supplier of the residential meters. Upon motion of John Ennett, seconded by Carl Nurmi, approval was given for the Water Department to acquire new large meters for Fabco and the Marquette County Health Department at a total cost not to exceed \$5,000. Motion Carried.

Clerk Report (Bills, Claims, Budget Adjustments) The Clerk's report was presented by Rachel Sertich.

Water Fund checks #6239 through #6257 totaling \$29,867.90 were reviewed. Upon motion of Carl Nurmi, seconded by John Ennett, the Water Fund checks as presented were approved. Motion Carried.

General Fund checks #19541 through #19635 totaling \$68,064.61 were reviewed. Upon motion of Carl Nurmi, seconded by John Ennett, the General Fund checks as presented were approved. Motion Carried.

Budget Adjustments Upon motion of John Ennett, seconded by Carl Nurmi, the following budget adjustments for 2010-2011 budget year were approved – including amending the General Fund Treasurer's budget from what had been proposed to transfer \$2,000 from Computer Expense to Supplies to allow for the acquisition of a new cabinet, and removing the \$2,000 difference from GF Capital Outlay (changes are included below):

	<u>Current Budget</u>	<u>Adjustment</u>	<u>Ending Budget</u>
<u>FIRE FUND</u>			
F000404 · DelqPropTax		50	50
F000423 · CFR fire		500	500
F000445 · Pen/Int		5	5
F000664 · Int/Earnrd		1,400	1,400
F000694 · Misc Incm		15,000	15,000
F336702 · FirePay	55,000	(8,000)	47,000
F336705 · Fire Custodian	2,000	(500)	1,500
F336707 · Training	6,000	(4,500)	1,500
F336727 · Fire Publishing		200	200
F336730 · EMS Supplies	5,000	(4,000)	1,000
F336800 · Prof. Services	1,000	(500)	500
F336803 · MemFees	400	(200)	200
F336808 · Audit - Fire Dept	400	25	425
F336851 · Comm. Equipmt	2,500	(1,500)	1,000
F336854 · Insrnce	12,000	(4,000)	8,000
F336860 · Fuel	1,800	(300)	1,500
F336861 · Milesfire	2,400	(600)	1,800
F336921 · Util	6,000	(2,000)	4,000
F336930 · Maint/Rep	3,000	(2,000)	1,000
F336957 · Svc Chg		200	200
F336970 · Capital Outlay		46,330	46,330
F336995 · Fire Int Expense	8,000	(2,500)	5,500
F850874 · Fire Cust Retirement Cont	100	200	300
F850910 · Fire Hospitalization	500	(400)	100
F850915 · Fire Medical	2,000	(1,750)	250
F851910 · Fire Wk Comp Insur	1,000	2,750	3,750
<u>GENERAL FUND</u>			
G000404 · DelqPropTx	200	1,000	1,200
G000423 · CFR	500	7,000	7,500
G000575 · State - Right of Way Fee	4,900	150	5,050
Total G000573 · State Rev Sharing	4,900	150	5,050
G000694 · MiscIncm	500	1,000	1,500
G101900 · Publish	1,250	250	1,500
G101980 · Swr/Wtr Main 2% Monies	50	(50)	0
G105702 · B/R Comm Wage	3,000	500	3,500
G171704 · Dep Supervisor	50	(50)	0
G171860 · Supr Mileage	400	(50)	350
G171955 · Twp Supr Misc Expense	200	200	400
G191726 · Election Supplies	500	300	800
G191807 · Election	500	2,000	2,500
G209726 · AsrSuply	2,000	1,000	3,000
G209852 · Assessor Postage	750	100	850
G209855 · Assessor Computer	5,000	(4,000)	1,000
G210802 · Attny	1,000	800	1,800
G210805 · Legal Fees - Court	100	100	200
G253701 · Dep Treas	16,800	(300)	16,500
G253850 · Treasurer Phone	150	150	300
G253855 · Treasurer Computer	5,000	(4,000)	1,000
G253726 · Treasurer Supplies	3,000	2,000	5,000
G265907 · Int Bldg Add Bond	18,500	25	18,525
G270702 · Personnel Comm Wage	500	900	1,400
G289808 · Audit	3,500	700	4,200

	<u>Current Budget</u>	<u>Adjustment</u>	<u>Ending Budget</u>
G289957 · Srvc Chg	50	125	175
G290702 · Wages	24,000	(2,000)	22,000
G290850 · Twp Phone	1,000	300	1,300
G290852 · Postage Expense	1,250	750	2,000
G291808 · Animal Ctrl	1,800	(300)	1,500
G294958 · PC Exp	800	900	1,700
G410702 · Plan Comm Wage	3,750	(1,000)	2,750
G410727 · Planning Publishing		1,000	1,000
G410802 · Planning Attorney	5,000	(3,000)	2,000
G410955 · Planning Comm. Misc.	3,000	(1,000)	2,000
G448921 · Twp Street Lights	14,000	1,250	15,250
G526730 · Solid Waste Bond Exp	7,700	(7,700)	0
G721901 · CapOutlay		18,420	18,420
G850715 · FICATAX	12,000	600	12,600
G850874 · Retiremt	11,750	(1,000)	10,750
G850920 · Deductible - HSA		1,200	1,200
G850930 · Emp Life Insur Policy	5	30	35
 <u>BROWNFIELD FUND</u>			
N000403 · Cur Prop Tax	70,000	1,650	71,650
N000664 · Interest Ernd		700	700
N289808 · Audit - Brownfield	200	(25)	175
N420702 · Brwnfld. Wages	10,000	(1,500)	8,500
N420707 · Brownfld Training	250	(150)	100
N420727 · Brownfield Publishing		100	100
N420802 · Brwnfld Atty Fee	150	(75)	75
N420955 · Brwnfld Misc. Exp - Reimbmt		100	100
N420957 · Brownfield Bank Service Charge		100	100
N420970 · Brownfield Cap Outlay	58,550	1,200	59,750
N850716 · Brownfield Unempl	100	(50)	50
N850874 · Brownfield Retirement		650	650
N850910 · HospIns		2,000	2,000
 <u>ROAD FUND</u>			
R000404 · Delq Prop Tax	100	150	250
R000423 · CFR road	50	150	200
R000445 · Int/Pen Tax	10	40	50
R294956 · MiscExp	100	(50)	50
R294957 · Road Bank Serv Chg		200	200
R446778 · Signs	1,200	(900)	300
R446962 · E/R Maint		50	50
R446965 · New Contr	55,935	1,040	56,975
 <u>SANITATION FUND</u>			
S000630 · Tip Fee Inc.	45,000	(13,500)	31,500
S000642 · Sale of Recycle Bins	200	50	250
S000694 · Misc Income - Sanitation	250	250	500
S290702 · Sanit Wages	21,950	(2,700)	19,250
S290726 · SanitSupplies	1,250	250	1,500
S526727 · Tip Fee/Cont	87,000	(12,000)	75,000
S526955 · San. Misc	5,500	2,250	7,750
S526958 · San PC Expense	500	(250)	250
S850715 · Sanit FICA	1,300	100	1,400
S850716 · Sanitation Unempl	50	50	100
	<u>Current</u>	<u>Adjustment</u>	<u>Ending</u>

	<u>Budget</u>		<u>Budget</u>
S850874 · San Retirement	1,400	600	2,000
S850910 · San Hosp Insur	8,500	(500)	8,000
 <u>WATER FUND</u>			
W000642 · Water Sales	177,000	3,000	180,000
W000643 · Water On/Off	400	400	800
W000644 · PubFireProtect (Hydrant)	15,100	400	15,500
W000650 · Tap In - Other	750	2,450	3,200
Total W000650 · Tap In	750	2,450	3,200
W000660 · Pnlty	1,000	1,500	2,500
W000664 · Int\$Earnd	2,750	100	2,850
W000672 · Special Assessment		1,700	1,700
W000694 · Misc Incm\$W	250	850	1,100
W000700 · KBIC- Funds		1,400	1,400
W420702 · Wellhd Prot Comm	500	(400)	100
W528702 · Office Wages	17,200	1,800	19,000
W528703 · Water Dept Laborer	1,000	(900)	100
W528707 · Traing	500	(400)	100
W528726 · Offc Supplies	1,000	250	1,250
W528727 · Publishing	100	900	1,000
W528728 · Postage	1,500	300	1,800
W528729 · Shipping - UPS / FedEx	100	50	150
W528860 · Wtr Mileage	400	25	425
W528862 · Trk Exp	1,000	(750)	250
W528866 · Gas/oil	2,000	250	2,250
W528910 · Insrance	1,750	(500)	1,250
W528935 · Pumphse maint	1,000	6,000	7,000
W528936 · Hydrant Maint	15,000	6,000	21,000
W528937 · MsDig		100	100
W528938 · h20Smpl	500	300	800
W528955 · Misc	600	400	1,000
W528957 · Service Charge Expense	400	(250)	150
W528970 · Wtr Cap Outlay	19,130	7,330	26,460
W850715 · FICA	3,500	250	3,750
W850716 · Wtr Unemployment	200	75	275
W850874 · Wtr Retirement	3,900	600	4,500
W850876 · InLieu of Hlth Insur Wage	2,200	800	3,000
W850910 · Hospital Insur	13,730	(2,730)	11,000
W850920 · Deduct - Wtr HSA	750	(500)	250
W888702 · S/C wages	50	50	100
W888868 · S/C Material / Repair	5,000	(4,000)	1,000
W888869 · S/CEquipRnt	500	750	1,250
W889868 · R/M Material / Wages	6,000	(4,000)	2,000

Motion Carried

AmeriScan Web Page Minutes The Clerk updated Board members on the proposal received from AmeriScan to host the Township's Board minutes on a website linked to the Township's home page at a cost of \$500 annually. The benefit of the service would allow for both a professional appearance of the data, the ability to search the documents uploaded to the site, and the ability to eventually scan older documents with OCR software and upload those items to the site. Upon motion of John Ennett, seconded by Duane Soine, approval was given to accept the proposal from AmeriScan to host the Township minutes at a cost of \$500 annually. Motion Carried.

Planning Report Carl Nurmi, Board Liaison to the Planning Commission, and Joe Scanlan, Zoning Administrator, provided an update on the last Planning Commission meeting (memo from the Zoning Administrator dated 3/21/11). Items highlighted included: 1) an update on MNRTF grant for the Community Center Board, 2) Co. Road 510 extension possibility, 3) work being done to draft a medicinal marijuana zoning ordinance, and 4) update on working being done on the Master Plan update.

Assessor's Report Kelly Laakso's written monthly Assessor's report for March, 2011 was reviewed. Items highlighted included: 1) Board of Review Results, and 2) Future Meetings (McClure Dam special assessment, Miller Bradford tribunal case, and Darryll Sundberg potential split on North Basin Drive).

Treasurer's Report John Ennett, Township Treasurer, provided Board members with various bank account and CD information as of March 24, 2011. In addition, the Treasurer noted: 1) the tax account was being moved to the Superior Iron Range Credit Union, 2) the Dooney obligation had been paid in full, and 3) the Mr. Enright had hired an attorney with regards to the Personal Property tax issue.

Supervisor's Report William Carlson, Township Supervisor, provided an update on Township activities since the last Board meeting. He noted he had: 1) obtained an update on the Dunn Ditch watch project which should be ready to proceed this spring, 2) attended a meeting with the KBIC to provide an estimate of funding necessary to move forward with the Casino project, 3) met with Kennecott officials regarding possible upgrades to CR 510 should this road be used to haul ore, 4) attended the quarterly CUPPAD meeting in Iron Mountain, 5) attended the Board of Review sessions on March 14th and 15th, and 6) followed up with the Township Attorney regarding amending the Water Ordinance to incorporate a fee for meters and meter installation.

Brownfield Authority No meeting held.

Wellhead Protection Committee No meeting held.

Advisory Trail Committee No update provide.

Personnel Committee Rachel Sertich, Chairperson of the Personnel Committee, noted no additional meetings of the Personnel Committee had been held. However, the Board again reviewed what the Personnel Committee had previously recommended for approval including: 1) the adoption of a new consolidated PTO Policy, and 2) the buyout of current outstanding vacation time - less 40 hours which could be carried over if the new PTO Policy was adopted.

The approximate cost of the buyout as of 3/23/11 would be approximately \$10,700 to be split amongst the Community Center, Brownfield, Fire, General, Sanitation and Water Funds, respectively. In addition, the change in PTO would result in an additional costs of approximately \$2,525 annually, which in the first year would be split amongst the General Fund (\$830), Community Center (\$1,085), Sanitation Fund (\$560) and Fire Department (\$51).

The new PTO schedule would include:

<u>Proposed</u>		<u>Current</u>				
Years	PTO Days	Years	Sick	Vacation	Personal	TOTAL
0-1	10	0-3	10	5	2	17
1-3	15	3-5	10	10	2	22
3-5	20	5 +	10	15	2	27
5-10	25					
10-15	30					
16 +	35					

It was noted the Township employees had not received a wage increase in either 2010 or 2011, while they had agreed to pay more for their health insurance. After further brief discussion and upon motion of John Ennett,

seconded by Carl Nurmi, approval was given to adopt the revised section 12.2 of the Personnel Policy (Paid Time Off), effective April 1, 2011 and to payout Township full-time employees for their unused vacation time (less 40 hours) in a manner to be determined based on budget constraints.

12.2 Paid Time Off

All full-time and regular employees shall be granted Paid Time Off (PTO) according to the following schedule and provisions:

Years	PTO Days
0-1	10
1-3	15
3-5	20
5-10	25
10-15	30
16 +	35

Current employees will have their sick/personal/vacation hours “grand fathered”. All sick time accumulated will be kept separate from the PTO. The new PTO policy allows a “carry over” of a maximum 40 hours at the end of calendar year with the stipulation those 40 hours must be used by June 30th.

Beginning April 1, 2011 employees will accumulate Paid Time Off according to the chart shown above. (*Employees will be paid their accumulated vacation time with a cut-off date of 03/31/11- less the 40 hours permitted carry over.*)

Motion Carried.

Emergency Management Report Mr. Carlson noted the any required updates to the manuals or maps had been completed.

Old Business

Traverse Engineering Invoices / KBIC Funding Board members discussed invoices from Traverse Engineering dating back several years for work performed for the proposed Casino. Those items included: 1) \$15,400 – pump house upgrade, 2) \$3,892.50 – Snowfield Road project and 3) \$7,661.00 – Forge Road project. Upon motion of John Ennett, seconded by Carl Nurmi, approval was given to pay invoices from the KBIC 2% to Traverse Engineering for \$15,400, \$3,892.50 and \$7,661.00, with an additional \$10,000 to be set aside (per the KBIC approval) for acquisition of land by Negaunee Township for a future water tank along U.S. 41, with Traverse Engineering to be instructed to stop any and all work on KBIC projects until advised otherwise by Negaunee Township Personnel. Motion Carried.

Deposit for Special Assessment Board members discussed Township costs associated with establishing Special Assessments and the need to require a deposit prior to work beginning, and the need to clarify a motion made by the Board at the June 11, 2009 Board meeting to indicate only a single \$1,000 fee would be assessed and not a fee to every property owner. After review and recommendations by the Township Attorney, upon motion of John Ennett, seconded by Carl Nurmi, approval was given charge a single \$1,000 non-refundable fee for special assessments, where a majority or 100% of the land owners have requested the same, with the deposit to be applied against the cost of the project (if completed). Motion Carried.

Water Meter Ordinance Amendment Upon motion of John Ennett, seconded by Carl Nurmi, the following amendment to the Negaunee Township Water Ordinance was approved, with the amendment to be published in the Mining Journal as required for the amendment to take effect.

The Negaunee Township Water Rate Ordinance, # WR-1, shall be amended to add a subdivision in Section 1 entitled Water Meter and Installation Surcharge. There shall be established a special rate for the acquisition of, and the installation or replacement of, water meters. Such surcharges shall be special rates to be set from time to time by the Township Board.

Motion Carried

New Business

Poverty Resolution Upon motion of John Ennett, seconded by Rachel Sertich, the following Property

**TOWNSHIP OF NEGAUNEE, MICHIGAN
BOARD RESOLUTION REGARDING POVERTY 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 (Charter Township of Marquette) 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
2011 Federal Poverty Income Guidelines**

Size of Family/Household	Maximum Total Income
1	\$10,800
2	\$14,600
3	\$18,300
4	\$22,100
5	\$25,800
6	\$29,500
7	\$33,300
8	\$37,000
Additional Person(s).....	\$3,700

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 2011 tax year the Township of Negaunee, Michigan, Board of Review will begin its proceeding on Monday, March 14, 2011;

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: 5 Nay: 0 Absent: 0

Request – New Digital Camera Upon motion of John Ennett, seconded by Carl Nurmi, approval was given for the purchase of a new digital camera for use by the Planning / Zoning area. Motion Carried.

Negaunee Senior Citizen Center Board members discussed Township residents using the services made available to them at the Negaunee Senior Citizen Center. Upon motion of Carl Nurmi, seconded by Rachel Sertich, approval was given to provide \$500 in funding to the Negaunee Senior Citizen Center for the benefit of, and for services made available to, Negaunee Township residents. Motion Carried.

Correspondence

- Letter – Landlord Water Bill Responsibilities from O’Dovero
- Letter to O’Dovero
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Informational Items (for future Board meeting)

- MCTA Minutes
- Land Use Series
- Letter to KBIC

Additional Public Comment

Bill Terres, 36 Horseshoe Lake Circle, addressed the Board on behalf of the Men’s Over 30 League regarding the design of the new baseball field and the way the sun creates issues for players. Patti LaFond, Chairperson of the Community Center Board, noted this issue has been raised previously. She recommended Mr. Terres attend the next meeting to address his concerns to the Committee.

Board Member Comment

None

Next Meeting(s)

The next scheduled Township Board Meeting will be held on Thursday, April 14, 2011, at 7:00 p.m. at the Negaunee Township Hall.

Adjournment

No further business appearing, the meeting was duly adjourned at 8:02 p.m.

Respectfully submitted,

Rachel Sertich
Clerk