

## Negaunee Township Regular Board Meeting – January 14, 2016

### 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 John Ennett, Carl Nurmi, Rachel Sertich and Duane Soine.

Absent: None

### Agenda

Board members reviewed the agenda. Upon motion of John Ennett, seconded by Carl Nurmi, the agenda as presented was approved. Motion Carried.

### Approval of Minutes

Board members reviewed the minutes for the Regular Board Meeting held on December 10, 2015. Upon motion of Carl Nurmi, seconded by Duane Soine, the minutes as presented were approved. Motion Carried.

### Public Comment

Ted Kero, 130 Mattson Road (off of North Road) addressed the Board and indicated he would like to see a speed limit sign place on North Road near Mattson Road, on the hill as drivers head towards Negaunee. He walks on the road, and vehicles are not going the speed limit. Drivers pulling out from Mattson Road do not have time to get up to speed before vehicles are often right behind them. Supervisor Carlson noted after a phone call from Terry Ball noting the same concerns, he had contacted the Marquette County Road Commission regarding a speed study at the location. John Ennett noted perhaps in the interim a “Hidden Drive” or “Children at Play” sign can be placed on North Road to assist with notifying drivers to pay more attention while driving through the area.

Jessica Holman, Director of the Negaunee Public Library, addressed the Board regarding the library and what it can offer to local residents.

### Old Business

None

### New Business

Tipping Fee Increase Board members reviewed information from the Marquette County Solid Waste Management Authority dated January 5, 2016 detailing a 10 year tipping fee plan which was approved by the Authority at their December 16, 2015 meeting. The fee change will result in an approximate \$3,000 increase to the Township annually.

### Reports

Community Center Board Duane Soine, Board Liaison, reviewed the minutes of the Community Center Board meeting held on January 7, 2016. Highlights included: 1) the kitchen refrigerator had been fixed, 2) with the mild winter weather, work on the ice rink had finally began on December 30<sup>th</sup>, 3) maintenance was performed on the ski trails, 4) snow blower safety had been conducted on December 30<sup>th</sup>, 5) approved MERS unfunded liability balance up to \$32,363.49 (balance through 3/31/2016).

Board Appointment Upon motion of John Ennett, seconded by Carl Nurmi, approval was given to accept the appointment of Kylie Muladore to the Community Center Board effective immediately. Motion Carried.

Budget Adjustments Upon motion of John Ennett, seconded by Carl Nurmi, the following Community Center Board budget adjustments for the 2015-2016 fiscal year were approved:

	Beginning Balance	Adjustment	Ending Balance
B265705 – Grounds	30,000.00	5,000.00	35,000.00
B265726 – Operating Supplies	6,000.00	2,000.00	8,000.00
B263931 – Bldg. Maintenance	18,000.00	-9,000.00	9,000.00
B265932 - Lawn Maintenance	3,000.00	15,000.00	18,000.00
B265933 - Truck Repair / Maintenance	7,000.00	-2,000.00	5,000.00
B265950 – Park Expansion	50,000.00	-25,000.00	25,000.00
B265967 – Special Projects	20,000.00	-6,000.00	14,000.00
B265970 - Capital Outlay	22,426.73	15,000.00	37,426.73
B751892 - Recreation Supplies	5,000.00	5,000.00	10,000.00

Motion Carried

**Fire Department Report** Jeff Kontio, Fire Chief, was on hand to review the written Fire Department report dated January 14, 2016 included: 1) 11 calls for the month of December (149 calls year to date), and 2) training for the month was combined training for annual CPR/AED refresher.

**Election of Officers – 2016** Upon motion of John Ennett, seconded by Carl Nurmi, the following individuals were appointed as officers of the Negaunee Township Fire Department for 2016.

<u>Name</u>	<u>Position</u>
Jeff Kontio	Fire Chief
Jim Elenbaas	Assistant Fire Chief
Dale Rogers	1st Hose Captain
George Saip	2nd Hose Captain
Joe Huskey	1st Ladder Captain
Marc Herring	2nd Ladder Captain
Michael Thomas	First Lieutenant (Maintenance)
John Levra	Second Lieutenant (Hall)
Bill Ellerbruch	Treasurer
Reuven Romback	Secretary

Motion Carried

**Water Report** Board members reviewed the Water Department Report dated December, 2015 from Water Supervisor, Russ Williams who was in attendance. Items highlighted included: 1) the RFP for water tower inspection and engineering services has been returned, 2) no water line freezing issues had occurred so far this winter, and 3) Traverse Engineering has been working on a hydraulic study for DEQ requirements.

**Water Tower Inspection & Engineering Services - RFP Bids** Board members reviewed bids received for inspection work and engineering services to be performed on the water tower. A total of 3 bids had been received: Nelson Tank Engineering - \$17,500, Dixon Engineering - \$20,912, and a bid from Utility Service Group which was disqualified as it did not meet the requirements of the RFP. Upon motion of Carl Nurmi, seconded by Duane Soine, approval was given to accept the bid from Nelson Tank Engineering for water tower inspection and engineering services at a total cost of \$17,500.00. Motion Carried.

**Clerk Report(Bills, Claims)**

Water fund checks #7699 through #7710 totaling \$33,165.86 were reviewed. Upon motion of John Ennett, seconded by Carl Nurmi, the Water fund checks as presented were approved. Motion Carried.

General Fund checks #25152 through #25261 totaling \$250,958.94, and ACH information for the month of December, 2015 totaling \$10,076.85 were reviewed. Upon motion of John Ennett, seconded by

Duane Soine, the General Fund checks and ACH with a grand total of \$261,035.79 as presented were approved. Motion Carried.

**Audit Contract** Board members reviewed an audit proposal from Cowell & LaPointe for them to continue to serve as Negaunee Township auditors for the next 3 fiscal year end audits. Upon motion of Rachel Sertich, seconded by Duane Soine, approval was given to hire Cowell & LaPointe as the Negaunee Township auditors for the years ended March 31, 2016 through March 31, 2018 with the following fee schedule:

April 1, 2015 – March 31, 2016	\$ 12,800
April 1, 2016 – March 31, 2017	\$ 13,400
April 1, 2017 – March 31, 2018	<u>\$ 14,100</u>
<b>TOTAL</b>	<b><u>\$ 40,300</u></b>

Motion Carried

**Planning Report** Carl Nurmi, Board Liaison, and Nick Leach, Zoning Administrator, provided an update on the meeting held January 12, 2016, along with reviewing his written report. Highlights included: 1) Sign Permit for Leutz Sign Company, 2) work being done to update the Sign Ordinance, and 3) Elections were held for the Committee with Al Reynolds remaining Chairperson, Thyra Karlstrom, Vice Chair, and Jim Thams, Secretary.

**Assessor's Report** Susan Bovan, Assessor, was on hand to review her monthly report dated December, 2015 which highlighted: 1) 2016 roll prep, 2) December Board of Review, and 3) Personal Property. The Assessor also noted the Audit of Minimum Assessing Requirements (AMAR) conducted last summer will be reviewed by the State this coming summer

**Treasurer's Report** John Ennett, Treasurer, noted: 1) he had reviewed the fees collected for land splits, and had been able to locate the fees for 19 of the 22 splits, 2) he recommended that receipt books in numerical order be acquired for each Department to simplify the locating of receipts.

**Receipt Books** Upon motion of Rachel Sertich, seconded by Duane Soine, approval was given for printed receipt books in numerical order (similar to those used by the Treasurer's office) be acquired for those Departments which prepare receipts. Motion Carried.

**Spam Software** Board members discussed the need to renew the Township's spam filter software. Upon motion of Rachel Sertich, seconded by Carl Nurmi, approval was given to pay \$832.50 to 906 Technologies to renew the spam filter software for Negaunee Township. Motion Carried.

**Part-Time / Seasonal Help – Treasurer's Office** Board members discussed having a part-time / seasonal worker to assist in the Treasurer's office during tax season. Upon motion of Rachel Sertich, seconded by Carl Nurmi, approval was given for the Treasurer's office to look into hiring a part-time / seasonal employee to assist the office during tax season – with any hiring to be approved first by the Township Board. Motion Carried.

**Used Copy Machine** Upon motion of Carl Nurmi, seconded by Duane Soine, approval was given for the Assessor / Treasurer office to acquire a used copy machine from Office Product Group (OPG) at a cost not to exceed \$2,000. Motion Carried.

**Supervisor's Report** William Carlson, Township Supervisor, provided an update on Township activities since the last Board meeting. He also noted he would be attending the upcoming MTA Annual Meeting in Detroit and would take the opportunity to discuss the lack of compensation to Community Center Board members per the requirements of the Community Center Act of 1929.

**Brownfield Authority** Brownfield Administrator, Nick Leach, noted the report from TriMedia had just been received. Additional samplings had been completed at the Sawmill Road property, and there were no additional findings except in the predicted locations. Approximately 6 cubic yards of material will need to be removed to deal with the contamination. The removal will more than likely take place in the Spring.

**Wellhead Protection Committee** No meeting.

**Advisory Trial Committee** Al Reynolds noted work continues for the election and millage renewal.

**Personnel Committee** Rachel Sertich, Chairperson, noted the next meeting is to be held on January 19<sup>th</sup>. The Committee continues to work on updating the Personnel Policy manual, along with reviewing health insurance and the MERS benefit package.

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

**Correspondence**

- Letter regarding AMAR
- Letter of Appreciation to Pat Johnson
- Letters to Assessor Candidates (Not Chosen)

**Informational Items**

- None

**Board Member Comments**

Duane Soine advised the Board members he will be out of town for February and most of March.

**Next Meetings**

The next regularly scheduled Township Board Meeting was moved to be held on Thursday, February 11, 2016.

**Adjournment**

No further business appearing and upon motion of Carl Nurmi, seconded by Duane Soine, the meeting was duly adjourned at 8:13 p.m.

Respectfully submitted,

Rachel Sertich  
Negaunee Township Clerk